DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
West Los Angeles	Southern	
EVALUATED BY		DATE
Sergeant C. Burch, #	8564	09/04/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  ☐ Formal Evaluation  ☐ Informal Evaluation		SUSPENSE DATE					
		REQUIRED	mai Evaluation	10/01/2009	1.	Tours	
FOLLOW		□ No	☐ Correction Report	COMMANDER'S REVIEW	ling	12/1	2/9
1. US	SE A	ND ADEQUACY OF FAC	CILITY	09/04/2009	ACTION REQUIRED	CORRECTED	g *
а.	ls t	he facility adequate?				✓ Yes	□No
	(1)	Have steps been taken	to modify or replace the current fa	cility?		✓ Yes	□No
		(a) If a leased building	, is the owner abiding by the terms	of the lease agreement?		☐ Yes	□No
(2) Is a safe, pleasant, efficient environment created by the arrangement of furniture and equipment?						✓ Yes	□No
	(a) Is storage space used effectively?						□No
		(b) Is lighting adequate	9?			✓ Yes	□No
	(c) Are there provisions for the prompt repair of the facility (plumbing, heating, etc.)?					✓ Yes	□No
		(d) Does the interior of	the facility have a neat, businessli			✓ Yes	□No
2. INTERIOR APPEARANCE EVALUATED 09/13/2009 ACTION REQUIRED							<u> </u>
a.	Wh	at is the condition of the	floors, walls, ceiling, hallways, and	counter tops? Carpet the	oughout needs cleaning	. The wall	-covering in
	the	lobby is torn. The mini-	-blinds in clerical are bent and wo	rn. Some ceiling tiles are	stained.		
	(1)	Is interior lighting adequ	ate?			✓ Yes	□No
	(2)	If leased, have needed	repairs been coordinated with Fac	ilities Section?		☐ Yes	□No
	(3)	Are the duties of the jan	itor defined and clearly understood	d?		✓ Yes	□No
		(a) Is the janitor fully a	ware of the supplies available thro	ugh the requisition process	s?	✓ Yes	□No
b.	ls t	ne layout of the general o	office areas appropriate for the ass	igned personnel or classifi	cation?	✓ Yes	□No
C.	Doe	es the layout and equipme	ent in specialized office areas mee	et the needs of each specia	alized function?	✓ Yes	□No
d.	Doe	es the layout of the restro	oms meet the needs of all employ	ees, including those with d	lisabilities?	✓ Yes	□No
e.	Is th	nere sufficient space avai	ilable in both the men's and wome	n's locker rooms?		☐ Yes	☑ No
	(1)	Can several officers con	nfortably change clothes at the sai	me time?		✓ Yes	□No
	(2)	Is there enough space for	or both personal lockers and equip	oment lockers?		☐ Yes	☑ No
	(3)	Are there full length mirr	rors?			Yes	□No
	(4)	Are they clean and odor	free, with adequate ventilation?			✓ Yes	□No

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

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	(5) Are lockers in good condition, with names posted on them?			✓ Yes	□No
f	. Does the employee's room have adequate cabinets and electrical	al outlets?		✓ Yes	□No
	(1) Are appliances in good working order?			✓ Yes	□No
9	g. Are bulletin boards sufficient for Area needs?			✓ Yes	□No
9	(1) Are they neat and orderly?			✓ Yes	□No
	(2) Is there a system for purging old information?			✓ Yes	□No
	(3) Do posted items have a removal date?			✓ Yes	□No
	(4) Are bulletin boards in good condition?		✓ Yes	□No	
r	n. When was the last inventory of items stored inside the facility?	2009			
	(1) Are items arranged in a logical manner?		✓ Yes	□No	
	(2) Are there surplus items that should be returned to Supply S		✓ Yes	□No	
	(3) What security is provided after normal business hours? T	he doorways and gate are	e closed and locked.		
7					
3. E	EXTERIOR APPEARANCE	09/04/2009	ACTION REQUIRED	CORRECTED	)
a	a. Overall, what is the general appearance of the exterior of the fac		ity to the freeway cause	s dust and	dirt to rapidly
	accumulate on the exterior surfaces.				
b	Are all painted surfaces neat and clean, free of peeling paint?			✓ Yes	□No
C	c. Is the outside lighting adequate and in good repair?		✓ Yes	□No	
d	d. Is the building clearly identified?			✓ Yes	□No
е	e. Is the gas station clean and in good repair?			✓ Yes	□No
	(1) Does the gas station have a fire extinguisher readily availa	ble?		✓ Yes	□No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and	water hoses, and shut o	ff switches		
	operating properly?			✓ Yes	∐ No
f.	. Is the paved parking area clean and in good condition?			✓ Yes	□ No
	(1) Are parking lines clearly painted?			✓ Yes	□ No
_	(2) Is the violation clearance area for the public clearly marked	?		✓ Yes	□ No
	(3) Is there disabled parking available?			✓ Yes	□ No
	(4) Is there a parking area designated for motorcycles?	EVALUATED	ACTION REQUIRED	✓ Yes	□ No
4. A	AUXILIARY POWER	09/13/2009			
a	a. Has the efficiency of the auxiliary power unit been tested?			✓ Yes	□ No
b	b. Who knows how to start the unit should the self-starter fail? Se	rgeant Yamashita			
c	. Are operating instructions posted and easy to understand?			✓ Yes	□No

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### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

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d. Is the	ere a notice posted identifying who to contact should the u	nit fail?		✓ Yes	□No	
e. Does	s the log indicate Area personnel and Telecommunications	Section have conduc	ted weekly testing?	✓ Yes	□ No	
f. How	often is the fuel supply replenished? Propane is replenish	ned as needed.				
(1)	At what level is it refilled? When it falls bellow 60%.			=		
g. Are t	there adequate numbers of emergency power outlets?			✓ Yes	□No	
(1)	Are they distinctively marked?			✓ Yes	□No	
EMPLO	YEE PROTECTION AND FACILITY SECURITY	09/13/2009	ACTION REQUIRED	CORRECTED	<b>)</b>	
a. Does	s Area have a written Emergency Action Plan?		✓ Yes	□ No		
b. Does	b. Does the plan have procedures for safeguarding employees during all types of emergencies?					
(1)	Does it have general facility security and building evacuation	on procedures?		✓ Yes	□No	
(2)	(2) Does the plan work?					
(3)	(3) Are there sufficient management controls?				□ No	
c. Does	c. Does the plan designate duties and responsibilities to specific employees?				□ No	
(1)	(1) Are both uniformed and nonuniformed employees included?				□ No	
(2)	(2) Are employees informed of their responsibilities?				□No	
(3)	(3) Has the commander taken all responsible steps available to provide security?					
	Has the commander visited the facility after normal busined n place?	ss hours to ensure sec	curity measures are	✓ Yes	□No	
d. Does	Does the plan address dispatcher security?				□ No	
(1) I	How do Public Safety Dispatchers feel about the security p	provided?				
(2)	Can dispatchers deal with the public without admitting ther	n into the building?		☐ Yes	□No	
(3)	Should modifications be made to provide better security?			□Yes	□No	
(	a) Would intercoms improve security?			☐ Yes	□No	
(4) I	How often are two or more dispatchers on duty?			=		
(5) I	How often are supervisors or other personnel in the buildin	g after normal busine	ss hours?			
(6)	Are maximum safety and security measures taken within c	ommunications center	rs?	☐ Yes	□No	
e. Has t	training been given for all types of emergency situations?			✓ Yes	□ No	
(1) H	Have both uniformed and nonuniformed been given the tra	ining?		✓ Yes	□No	

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	(2) Does the training include building evacuation procedures?			✓ Yes	□No		
	(3) Do all employees know where fire extinguisher and first aid kits are	located?		✓ Yes	□No		
	(a) Do they know how to use them?			✓ Yes	□No		
	(4) Have all employees read the Emergency Action Plan?			✓ Yes	□No		
	(a) Do they know where it's located?			✓ Yes	□No		
f	f. Does the building contain asbestos?			☐ Yes	✓ No		
	(1) Are employees given a copy of the annual asbestos report to read?		☐ Yes	□No			
	(2) Are new employees notified of the presence of asbestos within 15 c	☐ Yes	□No				
	(3) Is a copy of the notice posted on the employee or occupational safe		☐Yes	□No			
	(4) Do employees know what to do if they encounter asbestos in the bu		Yes	□No			
9	g. Are fire extinguishers provided and serviced as required by the California	✓ Yes	□No				
	(1) Are first aid kits provided as required by the State Administrative Ma	✓ Yes	□No				
	(2) Is STD 621, Notice to State Employees, posted and up to date?	☐ Yes	□No				
-	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? There are no fire hoses, the						
	sprinklers cannot be tested, there are smoke alarms and fire exting	uishers.					
r	h. Is there a Hazardous Materials Business Plan on file with the local imple	✓ Yes	□No				
	(1) Have changes or updates been sent to the implementing agency?			✓ Yes	□No		
6. 5	SAFETY INSPECTION EVALUATION 09/14		ACTION REQUIRED	CORRECTE	)		
ε	a. Has a facility safety inspection been conducted by the Area Occupation by HPM 10.6, Occupational Safety Manual?	al Safety Commit	ee as required	✓ Yes	□No		
Ŀ	b. Has the CHP 113A, Safety Inspection Checklist, been completed?			✓ Yes	□No		
c	c. What improvements have been made by the commander as a result of	the most recent in	spection? As a result	of the 04/2	21/09		
	inspection, the emergency power electrical outlets were marked, the en	mergency eye wa	sh rack was repaired an	d the Area	obtained a		
	storage shed.						
	<u> </u>						
	(1) If recommendations required budgeting, have items been put into the	he budget suspen	se file?	✓ Yes	□ No		
	d. Has the size of the operation outgrown the facility?			☐ Yes	☑ No		
	(1) If so, what remedial action has been taken?						

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Chapter 4, Facilit	y Maintenance and Security.	DATE: 09/14/2009					
SECTIONS	COMMENTS						
2a	It is recommended the carpet throughout the facility b	be shampooed.					
	The wall paper in the lobby is worn and torn. It is recommended it be replaced.						
	The mini-blinds in the lobby, clerical, special duty, b	riefing and the sergeants' office are eighteen					
	(18) years old. It is recommended they replaced as the	ney have become; worn, bent, discolored and					
	inoperative.						
	It is recommended stained ceiling tiles should be repl	laced.					
3e (2)	It is recommend the fuel island overhead lights receive	ve a photo cell to avoid wasting energy.					
5g (2)	The STD 621 is an obsolete form. The replacement f	form (E13708) is posted in the briefing room					
5b	The most recent 113A was conducted on 04/21/09.						

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Chapter 4, Facili SECTIONS	COMMENTS						
SECTIONS	COMMENTS						
1a(1)	Previous evidence audits have identified the need for an outside storage building for bulk and other						
	evidenciary property. Facilities has acquired the building and is working on getting it built.						
Also facilities is working on partitioning part of the old wash bay for an intoxillizer r							
2a	It is recommended the carpet throughout the facility be shampooed.						
	The wallpaper in the lobby is worn and torn. It is recommended it be replaced.						
	The mini-blinds in the lobby, clerical, special duty, briefing and the sergeants' office are eighteen						
	(18) years old. It is recommended they replaced as they have become; worn, bent, discolored and						
inoperative. It is recommended stained ceiling tiles should be replaced.							
2e(2)	The lockers in the locker rooms are only single wide and with all of the equipment required to be						
	.carried by officers, double wide lockers are recommended.						
3e (2)	It is recommend the fuel island overhead lights receive a photo cell to avoid wasting energy.						
5g (2)	The STD 621 is an obsolete form. The replacement form (E13708) is posted in the briefing room.						
6b	The most recent 113A was conducted on 04/21/09						

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

P	ag	е	1	of	3

Command: WLA -565	Division: Southern	Chapter:
Inspected by:		Date:
C. Burch, #8564		09/04/2009

INSTRUCTIONS: This document shall b number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspection docume	on number. Under "Forw ont shall be utilized to doc	ard to:" enter the nex ument innovative pra	
TYPE OF INSPECTION		Total hours expende	d on the	⊠ Corrective Action Plan Included
☐ Division Level   Command L	evel	inspection: 6		
☐ Executive Office Level				Attachments Included
Follow-up Required: Forwa		rd to: Southern n		
⊠ Yes □ No	Due D	ate: 10/12/2009		
Chapter Inspection: 4 – Facili	ty Mai	ntenance and Sec	urity	while the light with the last war.
Inspector's Comments Regar	ding Ir	novative Practices	3:	
Command Suggestions for St	tatewic	de Improvement:		

#### Inspector's Findings:

The inspector found the (18) eighteen year old facility to be in compliance. However, due to normal wear and tear, it is recommended the following items receive attention:

- 1) Carpet throughout the facility should be shampooed.
- 2) The wall covering in the lobby is worn and torn. It should be replaced.
- 3) The mini-blinds in the lobby, clerical, special duty, briefing and the sergeants' office have become worn, bent, discolored and inoperative. They should be replaced.
- 4) Some ceiling tiles are stained and should be replaced.
- 5) The new fuel island should have a photocell for its overhead lights. This will save energy and expense in the event they are not manually switched off during the day.
- 6) The Command is in need of a dedicated secure area for a breath intoxilizer machine. Facilities is currently working to have a partition wall built in the middle of the old wash bay which is now a storage facility. The budget is the restraint on proceeding further at this time.
- 7) Several evidence audits have identified the need for an outside storage building to secure bulk and other evidentiary materials which can not be stored inside the office evidence room. The building has been acquired however, the budget is the restraint on proceeding further at this time.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page	2	of	3
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Command: WLA -565	Division: Southern	Chapter:
Inspected by: C. Burch, #8564		Date: 09/04/2009

8) The mens and womens locker rooms currently house small single wide lockers for most personnel. Due to the increase in equipment personnel are required to carry with them, personnel currently must store many items on top of there lockers. This makes it difficult for the janitor to dust and clean the locker tops and does pose a minor safety concern. When budgetary funding is available the single lockers need to be changed out to double wide for all personnel. This may necessitate the moving of interior walls to provide adequate space for larger lockers. The budget is the restraint on proceeding further at this time.

Commander's Response: x Concur or Do Not Concur (Do Not Concur shall document basis for response)

The Command concurs with the findings. The corrective recommendations involve budgetary issues which are not emergency or essential and do not meet the current expenditure request requirements. The Command will pursue accomplishment of the recommendations when funding is available.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

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Command: WLA -565	Division: Southern	Chapter:
Inspected by: C. Burch, #8564		Date: 09/04/2009

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Required Action		
Corrective Action Plan/Timeline		
Corrective / tottoff / fail// fifficilite		

	1		
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE	
the reviewer.		10/12/0	
(See HPM 9.1, Chapter 8 for appeal procedures.)	ca Jung	1147	
	INSPECTOR'S SIGNATURE	DATE	
	Bu 54, 8184	10/6/01	
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE	
employee	1 - 16 .	10/14/09	
☐ Concur ☐ Do not concur	0.3.0	50 K. 10 K.	

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
West Valley	Southern	Four - HPG
Inspected by:		Date:7/23/2009
Lt. Nelson		

Page 1 of 2

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspection docume	on number. Under "Forwa ent shall be utilized to doc	ard to:" enter the nex ument innovative pra	Il in the blanks as indicated. Enter the chapter of level of command where the document actices, suggestions for statewide aused if additional space is required.
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes   ☑ No		rd to:Southern Div. ate: October 10,2009		
Chapter Inspection:	dina In	unovativo Practicos		
Inspector's Comments Regarding Innovative Practices:  None				
Command Suggestions for Statewide Improvement:  None				
Inspector's Findings:				
Facility management is in acco	rdance	e with standards.		
Commander's Response:	Concu	r or □ Do Not Con	cur (Do Not Conc	ur shall document basis for response)
Concur.				
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)				

Agree.

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:
West Valley	Southern	Four - HPG
Inspected by:		Date:7/23/2009
Lt. Nelson		

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N/A - Facility maintenance and security is within policy.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	7-Z3 -09
	INSPECTOR'S SIGNATURE	7-23·09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	19/14/09

# **Department of California Highway Patrol**AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

Evaluated By	LT NELSON	Date 7-23-09
580	Southern	501
Area	Division	Number

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐ Formal	nformal	Suspense Date 7	7/24/09		,
Follow-up Required ☐ Yes ⊠ No	Correction Report by	Jeffrey L s Review	Date	7/23/ Com	o 9 mander'
1. USE AND ADEQUAC	CY OF FACILITY	Evaluated	Action Required	Corre	cted
a. Is the facility adequ	uate?				☐ No
(1) Have steps bee	n taken to modify or repla	ce the current faci	lity?	☐ Yes	⊠ No
(a) If leased bui	lding, is owner abiding by	the terms of the le	ase agreement?	☐ Yes	☐ No
(2) Is a safe, please and equipment?	ant, efficient environment	created by the arra	angement of furnit	ure Yes	☐ No
(a) Is storage sp	pace used effectively?			⊠ Yes	☐ No
(b) Is lighting ad	equate?			⊠ Yes	☐ No
(c) Are there provisions for prompt repair of the facility (plumbing, heating)?			⊠ Yes	☐ No	
(d) Does the inte	erior of the facility have a	neat, businesslike	appearance?	⊠ Yes	☐ No
2. INTERIOR APPEARA	ANCE	Evaluated	Action Required	Correc	cted
a. What is the condition	on of the floors, walls, ceil	ing, hallways, and	counter tops?		
(1) Is interior lightin	g adequate?			⊠ Yes	□No
(2) If leased, have r	needed repairs been coor	dinated with Facilit	ies Section?	☐ Yes	☐ No
(3) Are the duties o	f the janitor defined and c	learly understood?		⊠ Yes	☐ No
(a) Is the janitor aware of the supplies available through requisition process?			⊠ Yes	☐ No	
b. Is the layout of the gor classification?	general office areas appro	priate for the assi	gned personnel	⊠ Yes	□No
c. Does the layout and specialized function?	l equipment in specialized	office areas meet	the needs of eacl	า ⊠ Yes	□No
d. Does the layout of t with disabilities?	he restrooms meet the ne	eds of all employe	es, including those	e Yes	□No
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#### AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

e. Is there sufficient space available in both the men's and women's locker rooms?				☐ No
(1) Can several officers comfortably change clothes at the same time?				☐ No
(2) Is there enough space for both personal lockers and equipment lockers?			⊠ Yes	□No
(3) Are there full length mirrors?			Yes	☐ No
(4) Are they clean and odor free, with	adequate ventilation	?		☐ No
(5) Are lockers in good condition, with	h names posted on th	nem?	⊠ Yes	☐ No
f. Does the employee's room have adec	quate cabinets and el	ectrical outlets?	⊠ Yes	☐ No
(1) Are appliances in good working o	rder?		⊠ Yes	☐ No
g. Are bulletin boards sufficient for Area	needs?		⊠ Yes	☐ No
(1) Are they neat and orderly?			⊠ Yes	☐ No
(2) Is there a system for purging old i	nformation?		⊠ Yes	☐ No
(3) Do posted items have a removal	date?		⊠ Yes	☐ No
(4) Are bulletin boards in good condit	ion?		⊠ Yes	☐ No
h. When was the last inventory of items	stored inside the fac	ility?	⊠ Yes	☐ No
(1) Are items arranged in a logical ma	anner?		⊠ Yes	□ No
(2) Are there surplus items that should	d be returned to Sup	ply Services?	☐ Yes	⊠ No
(3) What security is provided after normal business hours? Locked exterior an			d front dock	officer
	mar basiness noars	P Locked exterior an	iu ironit uesk	onicei
3. EXTERIOR APPEARANCE	Evaluated	Action Required	Corrected	onicei
	Evaluated 🖂	Action Required	Corrected	Officer
3. EXTERIOR APPEARANCE	Evaluated 🖂	Action Required	Corrected	Officer
3. EXTERIOR APPEARANCE	Evaluated  ince of the exterior of	Action Required  the facility? Excellen	Corrected	□ No
a. Overall, what is the general appearant.	Evaluated  ince of the exterior of the exterio	Action Required  the facility? Excellen	Corrected	
a. Overall, what is the general appearar     b. Are all painted surfaces neat and clear	Evaluated  ince of the exterior of the exterio	Action Required  the facility? Excellen	Corrected  t  Yes	□No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and clear  c. Is the outside lighting adequate and in	Evaluated  ince of the exterior of the exterio	Action Required  the facility? Excellen	Corrected  t  Yes	□ No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and in d. Is the building clearly identified?	Evaluated  ce of the exterior	Action Required  the facility? Excellentint?	Corrected  T  Yes  Yes  Yes	□ No □ No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and clea  c. Is the outside lighting adequate and in  d. Is the building clearly identified?  e. Is the gas station clean and in good received.	Evaluated  ce of the exterior	Action Required the facility? Excellentint?	Corrected  The second of the s	□ No □ No □ No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and in d. Is the building clearly identified? e. Is the gas station clean and in good re  (1) Does the gas station have a fire e	Evaluated  ce of the exterior	Action Required the facility? Excellentint?	Corrected  tt  Yes  Yes  Yes  Yes  Yes  Yes  Yes	No No No No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and clear  c. Is the outside lighting adequate and in d. Is the building clearly identified?  e. Is the gas station clean and in good recommod (1) Does the gas station have a fire expected (2) Are the fuel dispenser, vapor recommod fire the suitches operating properly?	Evaluated  ce of the exterior	Action Required the facility? Excellentint?	Corrected  It  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Ye	No No No No No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and clear c. Is the outside lighting adequate and in d. Is the building clearly identified?  e. Is the gas station clean and in good re  (1) Does the gas station have a fire expected off switches operating properly?  f. Is the paved parking area clean and in	Evaluated  ce of the exterior	Action Required the facility? Excellentint?  railable? and water hoses, ar	Corrected  It  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Ye	□ No □ No □ No □ No □ No □ No
a. Overall, what is the general appearance  b. Are all painted surfaces neat and cleated. c. Is the outside lighting adequate and in d. Is the building clearly identified? e. Is the gas station clean and in good received.  (1) Does the gas station have a fire expected off switches operating properly? f. Is the paved parking area clean and in (1) Are parking lines clearly painted?	Evaluated  ce of the exterior	Action Required the facility? Excellentint?  railable? and water hoses, ar	Corrected  It  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Ye	□ No

### AREA MANAGEMENT EVALUATION Chapter 4

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FACILITY	MAINTENANCE	AND SECURITY

4. AUXILIARY POWER Evaluated Action Required Corrected	3
a Hoo the officiency of the cuviliant neuron with the state 10	
	□No
b. Who knows how to start the unit should the self starter fail?	] No
c. Are operating instructions posted and easy to understand?	] No
d. Is there a notice posted identifying who to contact should the unit fail?	] No
e. Does log show Area personnel and Facilities Section have done weekly testing? 🛛 Yes	] No
f. How often is the fuel supply replenished? Every three months	
(1) At what level is it refilled?	
g. Are there an adequate number of emergency power outlets?	] No
(1) Are they distinctively marked?	] No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY  Evaluated	
a. Does Area have a written Emergency Action Plan?	] No
b. Procedures for safeguarding employees during all types of emergencies?	] No
(1) Does it have general facility security and building evacuation procedures?	] No
(2) Does the Plan work?	] No
(3) Are there sufficient management controls?	No
c. Does the Plan designate duties and responsibilities to specific employees?	] No
(1) Are both uniformed and nonuniformed employees included?	] No
(2) Are employees informed of their responsibilities?	] No
(3) Has the commander taken all reasonable steps available to provide security? 🛛 Yes	] No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?  ☐ Yes ☐	] No
d. Does the Plan address dispatcher security?	No
(1) How do Communication Operators feel about the security provided? <a>从</a> ☐ Yes ☐	] No
(2) Can Communication Operators deal with the public without admitting them into the building? ☐ Yes ☐	] No
(3) Should modifications be made to provide better security?	] No
(a) Would intercoms improve security?	] No
(4) How often are two or more Communication Operators on duty?	

### AREA MANAGEMENT EVALUATION Chapter 4

#### FACILITY MAINTENANCE AND SECURITY

(5) How often are supervisors or other personnel in the building after normal business hours?				
Daily.				
(6) Are maximum safety and security	measures taken wit	hin dispatch centers?	☐ Yes N	No
e. Has training been given for all types	of emergency situation	ons?	⊠ Yes	☐ No
(1) Have both uniformed and nonunit	formed been given th	e training?	⊠ Yes	☐ No
(2) Does the training include building	⊠ Yes	☐ No		
(3) Do all employees know where fire	e extinguisher and fire	st aid kits are located	? 🛚 Yes	☐ No
(a) Do they know how to use then	1?		⊠ Yes	☐ No
(4) Have all employees read the Eme	ergency Action Plan?		⊠ Yes	☐ No
(a) Do they know where its locate	d?			☐ No
f. Does the building contain asbestos?	GLUE HOLDING B	PASE BOMO	⊠ Yes	☐ No
(1) Are employees given a copy of th	e annual asbestos re	eport to read?	⊠ Yes	☐ No
(2) Are new employees notified of the	presence of asbest	os within 15 days of r	eporting to v	vork?
(3) Is the Notice posted on the Emplo	yee or Occupational	Safety bulletin board	? ⊠ Yes	☐ No
(4) Do employees know what to do if	they encounter asbe	stos in the building?	⊠ Yes	☐ No
g. Are fire extinguishers provided and s	erviced as required b	by CAC?	Yes	⊠ No
(1) Are first aid kits provided as requi	red by SAM?		⊠ Yes	☐ No
(2) Is Standard Form 621 posted and	up to date?		⊠ Yes	☐ No
(3) What is the condition of other emesystems, etc.? Excellent	ergency equipment s	uch as fire hoses, spi	rinkler	
h. Is there a Hazardous Materials Busin as required?	ess Plan on file with	the local implementin	g agency ⊠ Yes	□No
(1) Have changes or updates been se	ent to the implementi	ng agency?	☐ Yes	☐ No
6. SAFETY INSPECTION	Evaluated	Action Required	Corrected	
a. Has a facility safety inspection been of Committee as required by HPM 10.6?	conducted by the Are	a Occupational Safet	y ⊠ Yes	□No
b. Has the 113A been completed?			⊠ Yes	☐ No
c. What improvements have been made inspection? Update the fire extingushers &	e by the commander fix a drain and wate	as a result of the mos r pressure hose.	st recent	

# AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev 1-96)

(1) If recommendations required budgeting, have items been put into the budget suspense file?	☐ Yes	□No
d. Has the size of the operation outgrown the facility?	☐ Yes	⊠ No
(1) If so, what remedial action has been taken?		
OSHA COMPLIANCE: The West Valley Area received a full Cal OSHA safety inspection 2009. The Area was required to remove ivy plants growing on and near the propane tall fuel to the back-up generator.	on in Apirl Ink that su	of upplies
PERMITS: Fuel station permits are current and posted.		
REGUALTIONS: Area is in full compliance with County of Los Angeles and State Fire Management of the Regualtions.	/larshall	
MAINTENANCE, REPAIRS, AND ELECTRICAL USE: This Area maintains the facility is condition at all times. If repairs are need that are beyond the capability of the Area's may worker, a certified small business is used. The Area has set all five HVAC thermostats with the SAM Manual and two the five HVAC units are shut off after 5 PM on weekdays weekends to conserve energy. Lights in rooms not in use are shut off.	aintenand in accord	e lance
EXPLAIN: How the Area is operating and dealing with the fiscal issues that are related Area only purchases or spends funds on operational necessities items only.	to this Ins	p: This
RESPONSIBILITIES TO ENSURE A SAFE AND PRODUCTIVE WORK ENVIRONMENT	NT:	
The West Valley Command in March 2009, gave training regarding the location the Area's INJURY ILLNESS PREVENTION PROGRAMS (IIPP), EMERGENCY ACTIO (EAP) AND EMPLOYEE ASSISTANCE PROGRAM (EAP). All hazardous materials are Area's automotive technicians and the maintenance worker and the Area's WRITTEN FORMUNICATION PLANS (WHCP) and MATERIAL SAFETY DATA SHEETS (MSDS and updated annually and are available and stored in the ASM's office.	ON PLANS used by HAZARDO	S the DUS
The area's generator was inspected by Telecom Section approximately eight months agarea's propane tank was inspected by Cal OSHA and the Area's propane supplier in Aparea's air compressor is less than two years old and is not required to be safety inspect However, it was inspected by Cal OSHA in April of 2009.	ril of 200	e 9. The
COMBUSTIBLE MATERIALS ARE NOT STORED IN ROOMS CONTAINING GENERAL HEATERS, OR BOILERS. The Area was inspected by the State Fire Marshall in 2008 in compliance.	ATORS, V and found	VATER I to be
The West Valley Area has an active Occupational Safety Committee that meets quarter performed a semi-annual Area safety evaluation in March of 2009. The suggestion was roof repaired to stop several leaks that could result in mold growth.	ly and that to have	at the
COMMENTS		

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
509/510	Southern	12
EVALUATED BY		DATE
A. Johnson		09/29/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		LUATION al Evaluation	formal Evaluation	SUSPENSE DATE			
	ow-up f	REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	he 7. TYLDR	DATE	6/09
1. L	JSE A	AND ADEQUACY OF F	ACILITY	Yes	Yes	In proces	s
а	ı. Is t	the facility adequate?				☐Yes	☑ No
	(1)	Have steps been take	en to modify or replace the current f	acility?		✓ Yes	□No
		(a) If a leased building	ng, is the owner abiding by the term	is of the lease agreement?		☐ Yes	□No
	(2)	Is a safe, pleasant, ef	fficient environment created by the	arrangement of furniture and	d equipment?	✓ Yes	□No
		(a) Is storage space	used effectively?			✓ Yes	□No
		(b) Is lighting adequa	ate?			✓ Yes	□No
		(c) Are there provision	ons for the prompt repair of the faci	lity (plumbing, heating, etc.)	?	✓ Yes	□No
		(d) Does the interior	of the facility have a neat, business	slike appearance?		✓ Yes	□No
2.	NTER	IOR APPEARANCE		Yes EVALUATED	Yes	In proces	
_	COI	ndition on the 2nd and	3rd levels. The ceilings on all leve	els are in good condition. C	ounter tops are in good	condition.	
	(1)	Is interior lighting ade	equate?			✓ Yes	□No
	(2)	If leased, have neede	ed repairs been coordinated with Fa	cilities Section?			
	(3)	Are the duties of the j				☐ Yes	□No
			anitor defined and clearly understo	od?		☐ Yes	☑ No
		(a) Is the janitor fully	anitor defined and clearly understo		s?		
D	. Is t			rough the requisition process		☐ Yes	☑ No
C		he layout of the genera	aware of the supplies available thr	rough the requisition process	cation?	☐ Yes  ☑ Yes	☑ No
c	. Do	the layout of the general	aware of the supplies available the	rough the requisition process ssigned personnel or classifi eet the needs of each specia	cation? alized function?	☐ Yes  ☑ Yes  ☑ Yes	☑ No □ No □ No
d	. Doe	the layout of the general es the layout and equiples the layout of the res	aware of the supplies available thrain and office areas appropriate for the asoment in specialized office areas me	rough the requisition process ssigned personnel or classificet the needs of each special pyees, including those with contents.	cation? alized function?	☐ Yes  ☑ Yes ☑ Yes ☑ Yes	☑ No □ No □ No □ No
d	. Doe	the layout of the general es the layout and equiples the layout of the resthere sufficient space a	aware of the supplies available the asset of	rough the requisition process ssigned personnel or classificated the needs of each special pyees, including those with conen's locker rooms?	cation? alized function?	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes	✓ No  No  No  No  No
d	Doe	the layout of the general es the layout and equipmes the layout of the resulthere sufficient space at Can several officers of	aware of the supplies available the associate areas appropriate for the association and the areas metrooms meet the needs of all employallable in both the men's and worr	rough the requisition process ssigned personnel or classifi eet the needs of each special oyees, including those with o nen's locker rooms?	cation? alized function?	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes	✓ No  No  No  No  No  No  No
d	. Doo	the layout of the general es the layout and equipmes the layout of the resulthere sufficient space at Can several officers of	aware of the supplies available the associated areas appropriate for the association and in specialized office areas metrooms meet the needs of all employallable in both the men's and workcomfortably change clothes at the second to both personal lockers and equal to the second of t	rough the requisition process ssigned personnel or classifi eet the needs of each special oyees, including those with o nen's locker rooms?	cation? alized function?	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes	✓ No  No  No  No  No  No  No  No  No
d	. Doo	the layout of the general es the layout and equipmes the layout of the resulthere sufficient space at Can several officers of the layout of the resulthere sufficient space at Can several officers of the layout of layout	aware of the supplies available the associated areas appropriate for the association and in specialized office areas metrooms meet the needs of all employallable in both the men's and workcomfortably change clothes at the second to both personal lockers and equal to the second of t	rough the requisition process ssigned personnel or classifi eet the needs of each special oyees, including those with o nen's locker rooms?	cation? alized function?	☐ Yes  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No     No

#### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

				□ V	☐ No
	(5) Are lockers in good condition, with names posted on them?			✓ Yes	
f.	. Does the employee's room have adequate cabinets and electrical outlets?			✓ Yes	□No
	(1) Are appliances in good working order?			✓ Yes	□No
g.	p. Are bulletin boards sufficient for Area needs?			✓ Yes	□No
	(1) Are they neat and orderly?			✓ Yes	□No
	(2) Is there a system for purging old information?			✓ Yes	□No
	(3) Do posted items have a removal date?			✓ Yes	□No
	(4) Are bulletin boards in good condition?			✓ Yes	□No
h.	n. When was the last inventory of items stored inside the facility? 2009				
	(1) Are items arranged in a logical manner?			✓ Yes	□No
	(2) Are there surplus items that should be returned to Supply Services?			✓ Yes	□No
	(3) What security is provided after normal business hours? The doors are secu	ured with	automatic locks co	ntrolled with k	ey cards.
	There are security cameras mounted at strategic locations.			_	
3. E	EXTERIOR APPEARANCE Yes		ACTION REQUIRED  No	CORRECTED	),
	a. Overall, what is the general appearance of the exterior of the facility? The gene			or is good	
а		rai abbeai	rance of the exterior	JI 18 good.	
a.	a. Overall, what is the general appearance of the extended of the month. The gene	rai appeai	rance of the exterio	or is good.	
		erai appeai	rance of the exterio	☐ Yes	☑ No
b.	Are all painted surfaces neat and clean, free of peeling paint?	егаг арреал	rance of the exterio		☑ No
b.	<ul><li>a. Are all painted surfaces neat and clean, free of peeling paint?</li><li>b. Is the outside lighting adequate and in good repair?</li></ul>	таг арреал	rance of the exterio	☐ Yes	
b. c. d.	<ul><li>a. Are all painted surfaces neat and clean, free of peeling paint?</li><li>b. Is the outside lighting adequate and in good repair?</li><li>c. Is the building clearly identified?</li></ul>	eran appean	rance of the exterio	☐ Yes ☑ Yes	□No
b. c. d.	<ul> <li>a. Are all painted surfaces neat and clean, free of peeling paint?</li> <li>b. Is the outside lighting adequate and in good repair?</li> <li>c. Is the building clearly identified?</li> <li>d. Is the gas station clean and in good repair?</li> </ul>	eran appean	rance of the exterio	☐ Yes ☑ Yes ☐ Yes	□ No ☑ No
b. c. d.	D. Are all painted surfaces neat and clean, free of peeling paint?  D. Is the outside lighting adequate and in good repair?  D. Is the building clearly identified?  E. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?			☐ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No
b. c. d.	<ul> <li>a. Are all painted surfaces neat and clean, free of peeling paint?</li> <li>b. Is the outside lighting adequate and in good repair?</li> <li>c. Is the building clearly identified?</li> <li>d. Is the gas station clean and in good repair?</li> </ul>			☐ Yes ☑ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No
b. c. d.	<ul> <li>a. Are all painted surfaces neat and clean, free of peeling paint?</li> <li>b. Is the outside lighting adequate and in good repair?</li> <li>c. Is the building clearly identified?</li> <li>d. Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available?</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and</li> </ul>			☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No □ No
b. c. d.	<ul> <li>a. Are all painted surfaces neat and clean, free of peeling paint?</li> <li>b. Is the outside lighting adequate and in good repair?</li> <li>c. Is the building clearly identified?</li> <li>d. Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available?</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?</li> </ul>			☐ Yes	□ No □ No □ No □ No
b. c. d.	<ul> <li>Are all painted surfaces neat and clean, free of peeling paint?</li> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available?</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?</li> <li>Is the paved parking area clean and in good condition?</li> </ul>			☐ Yes	□ No □ No □ No □ No □ No
b. c. d.	<ul> <li>a. Are all painted surfaces neat and clean, free of peeling paint?</li> <li>b. Is the outside lighting adequate and in good repair?</li> <li>d. Is the building clearly identified?</li> <li>e. Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available?</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?</li> <li>f. Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> </ul>			☐ Yes	□ No
b. c. d.	<ul> <li>a. Are all painted surfaces neat and clean, free of peeling paint?</li> <li>b. Is the outside lighting adequate and in good repair?</li> <li>d. Is the building clearly identified?</li> <li>e. Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available?</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?</li> <li>f. Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> <li>(2) Is the violation clearance area for the public clearly marked?</li> </ul>			☐ Yes	<ul> <li>No</li> </ul>
b. c. d. e.	D. Are all painted surfaces neat and clean, free of peeling paint?  D. Is the outside lighting adequate and in good repair?  J. Is the building clearly identified?  J. Is the gas station clean and in good repair?  J. Does the gas station have a fire extinguisher readily available?  J. Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?  J. Is the paved parking area clean and in good condition?  J. Are parking lines clearly painted?  J. Is the violation clearance area for the public clearly marked?  J. Is there disabled parking available?  J. Is there a parking area designated for motorcycles?		switches  ACTION REQUIRED	☐ Yes	No
b. c. d. e. f.	D. Are all painted surfaces neat and clean, free of peeling paint?  D. Is the outside lighting adequate and in good repair?  Is the building clearly identified?  Is the gas station clean and in good repair?  Does the gas station have a fire extinguisher readily available?  Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?  Is the paved parking area clean and in good condition?  Are parking lines clearly painted?  Set the violation clearance area for the public clearly marked?  Set there disabled parking available?  Set there a parking area designated for motorcycles?  AUXILIARY POWER  EVALUATED Yes		switches	☐ Yes	No
b. c. d. e. f.	D. Are all painted surfaces neat and clean, free of peeling paint? D. Is the outside lighting adequate and in good repair? D. Is the building clearly identified? D. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, an operating properly?  Is the paved parking area clean and in good condition?  (1) Are parking lines clearly painted?  (2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  AUXILIARY POWER  BEVALUATED Yes  A. Has the efficiency of the auxiliary power unit been tested?	nd shut off	action required	Yes           Corrected	No

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

455	D (Rev. 5-06) OPI 009				
d. Is	s there a notice posted identifying who to contact should th	ne unit fail?		✓ Yes	□No
e. D	oes the log indicate Area personnel and Telecommunicati	ions Section have con	ducted weekly testing?	✓ Yes	□No
f. H	ow often is the fuel supply replenished? Every six month	ns			
(1	I) At what level is it refilled? 20%				
g. A	re there adequate numbers of emergency power outlets?			✓ Yes	□ No
(1	Are they distinctively marked?			✓ Yes	□No
EMP	LOYEE PROTECTION AND FACILITY SECURITY	Yes	ACTION REQUIRED No	CORRECTED	) ii
a. D	oes Area have a written Emergency Action Plan?			✓ Yes	□No
b. D	oes the plan have procedures for safeguarding employee	s during all types of er	mergencies?	✓ Yes	□ No
(1	) Does it have general facility security and building evac	uation procedures?		✓ Yes	☐ No
(2	2) Does the plan work?			✓ Yes	□No
(3	3) Are there sufficient management controls?			✓ Yes	□ No
c. D	oes the plan designate duties and responsibilities to speci	ific employees?		✓ Yes	□No
(1	) Are both uniformed and nonuniformed employees inclu	uded?		✓ Yes	□No
(2	2) Are employees informed of their responsibilities?			✓ Yes	□No
(3	3) Has the commander taken all responsible steps availal	ble to provide security	?	✓ Yes	□No
(4	H) Has the commander visited the facility after normal bus in place?	siness hours to ensure	security measures are	✓ Yes	□No
d. D	oes the plan address dispatcher security?			☐ Yes	✓ No
(1	) How do Public Safety Dispatchers feel about the secur	ity provided?			
(2	2) Can dispatchers deal with the public without admitting	them into the building	?	☐ Yes	□No
(3	S) Should modifications be made to provide better securit	y?		☐ Yes	□ No
	(a) Would intercoms improve security?			☐ Yes	□No
(4	How often are two or more dispatchers on duty?				
(5	How often are supervisors or other personnel in the bu	ilding after normal bus	siness hours?		
(6	s) Are maximum safety and security measures taken with	nin communications ce	enters?	☐Yes	□No
e. H	as training been given for all types of emergency situation	ns?		✓ Yes	□ No
(1	) Have both uniformed and nonuniformed been given the	e training?		✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		,				
	(2)	Does the training include building evacuation procedures?			√ Yes	□No
	(3)	Do all employees know where fire extinguisher and first aid	kits are located?		✓ Yes	□No
		(a) Do they know how to use them?			Yes	□No
	(4)	Have all employees read the Emergency Action Plan?			✓ Yes	□No
		(a) Do they know where it's located?			✓ Yes	□No
f.	Do	es the building contain asbestos?			✓ Yes	□No
	(1)	Are employees given a copy of the annual asbestos report t	o read?		✓ Yes	□No
	(2)	Are new employees notified of the presence of asbestos wit	hin 15 days of reporting t	o work?	✓ Yes	□No
-	(3)	Is a copy of the notice posted on the employee or occupation	nal safety bulletin board?		✓ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the building?					□No
g	g. Are fire extinguishers provided and serviced as required by the California Administrative Code?					□No
	(1)	Are first aid kits provided as required by the State Administra	ative Manual?		✓ Yes	□No
	(2)	Is STD 621, Notice to State Employees, posted and up to da	ate?		✓ Yes	□ No
	(3)	What is the condition of other emergency equipment such a	s fire hoses, sprinkler sys	stems, etc.? Emergend	y equipm	ent is in good
		condition.				
h	. Is	there a Hazardous Materials Business Plan on file with the loc	al implementing agency	as required?	✓ Yes	□No
	(1)	Have changes or updates been sent to the implementing ag	ency?		✓ Yes	□No
6. S	AFE	TY INSPECTION	Yes EVALUATED	Yes	In proces	
a		s a facility safety inspection been conducted by the Area Occ HPM 10.6, Occupational Safety Manual?	upational Safety Commit	tee as required	✓ Yes	□No
b	. Ha	s the CHP 113A, Safety Inspection Checklist, been completed	d?		✓ Yes	□No
С	. W	nat improvements have been made by the commander as a re	esult of the most recent in	spection? As a result	of the last	inspection
	se	veral areas were identified with chipping paint and water dam	nage and were determine	d to contain mold. The	areas have	been abated
	an	d repaired to prevent future damage. See CHP 454 for further	er.			
	(1)	If recommendations required budgeting, have items been po	ut into the budget susper	se file?	✓ Yes	□No
d	. Ha	s the size of the operation outgrown the facility?			✓ Yes	□No
	(1)	If so, what remedial action has been taken? Several units	have moved into the area	s formerly occupied by	the comm	unication
		center.				
	_					

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Chapter 4 inspec	tion DATE: 09/29/2009
SECTIONS	COMMENTS
1	The facility is currently undergoing extensive renovation. The entire facility had mold growing
	within the walls. The second and third floors were abated of mold during the months of June and
	July. The ground level (formerly LACC) is currently undergoing abatement and is scheduled for
	completion at the end of October.
2 a	The floor condition in the entire building is poor. The lower level is scheduled for floor
	replacement in December 2009. The 2nd and 3rd levels are scheduled for floor replacement in 2010
2 a (3)	
	The janitors are employed by DGS. The facility coordinator has met with the janitorial supervisor
	to establish duties. Follow up is needed.
2 e (1) (2)	The men's locker room is too small and very crowded.
5 c	The last inspection revealed a crack on the upper deck which allowed water to seep into the ground
	level of the building. Repair of this crack is currently under way. In addition the outside concrete
	steps are being coated with a rubber substance to prevent slippage.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Newhall	Southern	540
EVALUATED BY		DATE
Sgt. Mike Brow	n	07/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	TYPE OF EVALUATION  Formal Evaluation  Informal Evaluation		SUSPENSE DATE 10/10/2009			
	W-UP REQUIRED		COMMANDER'S REVIEW	)	DATE	
	∕es ☑ No	☐ Correction Report	_ Mil		8-1	13-09
1. US	SE AND ADEQUACY OF F	ACILITY	7/24/2009	ACTION REQUIRED	CORRECTED 0	
a.	Is the facility adequate?				✓ Yes	□No
	(1) Have steps been take	en to modify or replace the current fa	acility?		☐Yes	☑ No
	(a) If a leased buildir	ng, is the owner abiding by the term	s of the lease agreement	?	☐ Yes	□No
	(2) Is a safe, pleasant, ef	ficient environment created by the a	arrangement of furniture a	and equipment?	✓ Yes	□No
	(a) Is storage space	used effectively?			✓ Yes	□No
	(b) Is lighting adequa	ate?			✓ Yes	□No
	(c) Are there provision	ons for the prompt repair of the facil	ity (plumbing, heating, et	c.)?	✓ Yes	□No
	(d) Does the interior	of the facility have a neat, business	slike appearance?		✓ Yes	□No
2. IN	TERIOR APPEARANCE		7/24/2009	ACTION REQUIRED  0	0	)
а.	What is the condition of th	e floors, walls, ceiling, hallways, an	d counter tops? They ar	e well maintained and	kept clean. T	hey are free
	from clutter and dust.					
				¥.		
	(1) Is interior lighting ade	quate?			✓ Yes	□No
	(2) If leased, have neede	d repairs been coordinated with Fa	cilities Section?		Yes	□No
	(3) Are the duties of the j	anitor defined and clearly understoo	od?		✓ Yes	□No
	(a) Is the janitor fully	aware of the supplies available thre	ough the requisition proce	ess?	✓ Yes	□No
b.	Is the layout of the genera	l office areas appropriate for the as	signed personnel or class	sification?	Yes	□No
С.	Does the layout and equip	ment in specialized office areas me	eet the needs of each spe	cialized function?	✓ Yes	□No
d.	Does the layout of the res	trooms meet the needs of all emplo	yees, including those with	h disabilities?	✓ Yes	□No
e.	Is there sufficient space a	vailable in both the men's and wom	en's locker rooms?		✓ Yes	□No
	(1) Can several officers of	comfortably change clothes at the sa	ame time?		✓ Yes	□No
	(2) Is there enough space	e for both personal lockers and equ	ipment lockers?		✓ Yes	□No
	(3) Are there full length m	nirrors?			✓ Yes	□No
	(4) Are they clean and oc	dor free, with adequate ventilation?			✓ Yes	□No

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

_		(100)				
		(5) Are lockers in good condition, with names posted on them?			✓ Yes	□No
	f.	Does the employee's room have adequate cabinets and electrical	outlets?		✓ Yes	□No
		(1) Are appliances in good working order?			✓ Yes	□No
	g.	Are bulletin boards sufficient for Area needs?			✓ Yes	□No
-		(1) Are they neat and orderly?			✓ Yes	□No
		(2) Is there a system for purging old information?			✓ Yes	□No
3		(3) Do posted items have a removal date?			✓ Yes	□No
		(4) Are bulletin boards in good condition?			✓ Yes	□No
	h.	When was the last inventory of items stored inside the facility? F	ebruary 24, 2009			
		(1) Are items arranged in a logical manner?			✓ Yes	□No
		(2) Are there surplus items that should be returned to Supply Se	rvices?		☐Yes	✓ No
		(3) What security is provided after normal business hours? In	addition to security patro	ols by CHP personnel, p	privacy scr	eens and
		razor-wire on all fences, a self closing gate, call box in the p	parking lot, tinted windo	ws, and combination lo	cks on doo	ors.
3.	E>	TERIOR APPEARANCE	07/24/2009	ACTION REQUIRED	CORRECTED	
	а.	Overall, what is the general appearance of the exterior of the faci		ecently painted and is in	n satisfacto	ry condition.
_		-				
3	b.	Are all painted surfaces neat and clean, free of peeling paint?			✓ Yes	□No
-	c,	Is the outside lighting adequate and in good repair?			✓ Yes	□No
	d.	Is the building clearly identified?			✓ Yes	□No
	e.	Is the gas station clean and in good repair?			✓ Yes	□No
		(1) Does the gas station have a fire extinguisher readily availab	le?		✓ Yes	□No
		(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and voperating properly?	water hoses, and shut of	f switches	✓ Yes	□No
=	f.	Is the paved parking area clean and in good condition?			✓ Yes	□No
_		(1) Are parking lines clearly painted?			✓ Yes	□No
-		(2) Is the violation clearance area for the public clearly marked?			✓ Yes	□No
-		(3) Is there disabled parking available?			✓ Yes	□No
_		(4) Is there a parking area designated for motorcycles?		_	✓ Yes	□No
4.	Αl	JXILIARY POWER	7/24/2009	ACTION REQUIRED	CORRECTED	D
	а.	Has the efficiency of the auxiliary power unit been tested?	112412007		✓ Yes	□No
_	b.	Who knows how to start the unit should the self-starter fail? The	area maintenance work	er and Sergeant R. Mile		
		Are operating instructions posted and easy to understand?			✓ Yes	□No
=	-	, , , , , , , , , , , , , , , , , , , ,				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY**

CHP 453D (Rev. 5-06) OPI 009				
d. Is there a notice posted identifying who to contact should the	unit fail?		✓ Yes	□No
e. Does the log indicate Area personnel and Telecommunicatio	ns Section have conducte	d weekly testing?	✓ Yes	□No
f. How often is the fuel supply replenished? Every two years of	or as needed.			
(1) At what level is it refilled? 20%				
g. Are there adequate numbers of emergency power outlets?			✓ Yes	□No
(1) Are they distinctively marked?			✓ Yes	□No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY	7/24/2009	ACTION REQUIRED  0	CORRECTED 0	)
a. Does Area have a written Emergency Action Plan?			✓ Yes	□No
b. Does the plan have procedures for safeguarding employees	during all types of emerge	encies?	✓ Yes	□No
(1) Does it have general facility security and building evacua	ation procedures?		✓ Yes	□No
(2) Does the plan work?			✓ Yes	□No
(3) Are there sufficient management controls?			✓ Yes	□No
c. Does the plan designate duties and responsibilities to specific	c employees?		✓ Yes	□No
(1) Are both uniformed and nonuniformed employees includ	ed?		✓ Yes	□No
(2) Are employees informed of their responsibilities?			✓ Yes	□No
(3) Has the commander taken all responsible steps available	e to provide security?		✓ Yes	□No
(4) Has the commander visited the facility after normal busin in place?	ness hours to ensure secu	rity measures are	✓ Yes	□No
d. Does the plan address dispatcher security?			☐ Yes	□No
(1) How do Public Safety Dispatchers feel about the security	y provided?			
(2) Can dispatchers deal with the public without admitting th	em into the building?	IA	☐ Yes	□No
(3) Should modifications be made to provide better security	? NIA		☐ Yes	□No
(a) Would intercoms improve security? N/A			☐ Yes	□No
(4) How often are two or more dispatchers on duty?	A			
(5) How often are supervisors or other personnel in the build	ding after normal business	hours? NIA		
(6) Are maximum safety and security measures taken within	communications centers	? NIA	☐ Yes	□No
e. Has training been given for all types of emergency situations	?		✓ Yes	□No
(1) Have both uniformed and nonuniformed been given the	training?		✓ Yes	□No

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

JI IP	455D (Rev. 5-06) OFI 009				
	(2) Does the training include building evacuation procedures	?		✓ Yes	□No
	(3) Do all employees know where fire extinguisher and first a	nid kits are located?		✓ Yes	□No
	(a) Do they know how to use them?			✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?			✓ Yes	□No
	(a) Do they know where it's located?			✓ Yes	□No
f.	Does the building contain asbestos?			☐ Yes	☑ No
	(1) Are employees given a copy of the annual asbestos repo	rt to read?		☐ Yes	□No
	(2) Are new employees notified of the presence of asbestos	within 15 days of reporting	to work?	☐ Yes	□No
	(3) Is a copy of the notice posted on the employee or occupa	ational safety bulletin board	?	☐ Yes	□No
	(4) Do employees know what to do if they encounter asbesto	os in the building?		Yes	□No
g.	. Are fire extinguishers provided and serviced as required by th	e California Administrative	Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Admini	istrative Manual?		✓ Yes	□ No
	(2) Is STD 621, Notice to State Employees, posted and up to	date?		✓ Yes	□No
	(3) What is the condition of other emergency equipment such	h as fire hoses, sprinkler sy	stems, etc.? See atta	ched.	
h.	. Is there a Hazardous Materials Business Plan on file with the	local implementing agency	as required?	✓ Yes	□No
	(1) Have changes or updates been sent to the implementing	agency?		✓ Yes	□No
6. S	AFETY INSPECTION	EVALUATED	ACTION REQUIRED	CORRECTE	D
a.	. Has a facility safety inspection been conducted by the Area C by HPM 10.6, Occupational Safety Manual?	Occupational Safety Commi	ittee as required	✓ Yes	□No
b.	. Has the CHP 113A, Safety Inspection Checklist, been comple	eted?		✓ Yes	□No
Ç.	. What improvements have been made by the commander as a	a result of the most recent i	inspection? See attach	ned.	
	(1) If recommendations required budgeting, have items beer	n put into the budget suspe	nse file?	✓ Yes	□No
d.	. Has the size of the operation outgrown the facility?			☐ Yes	☑ No
	(1) If so, what remedial action has been taken?				

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

#### Page 1 of 3

4
Date:
10/05/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the Corrective Action Plan Included inspection: ☐ Division Level ☐ Command Level Attachments Included ☐ Executive Office Level 3 Hours. Forward to: Follow-up Required: Due Date: ☐ Yes ⊠ No Chapter Inspection: Four - Facility Maintenance and Security Inspection Inspector's Comments Regarding Innovative Practices: The Newhall area has made several improvements to ensure the facility has the highest level of security. The facility is extremely well maintained and the command is using "more with less" during this tough economic time. The Newhall Area Office is a very positive representation of the CHP. Command Suggestions for Statewide Improvement: None. Inspector's Findings: During the inspection we found a few minor things that needed to be addressed. Most of the problems were able to be fixed. Some of the problems however, will not be able to be fixed at this time due to budgetary restraints. With that said, the Security and Maintenance of the Newhall Area is still within policy.

Commander's Response: 
Concur or Do Not Concur (Do Not Concur shall document basis for response)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Newhall	Division: Southern	Chapter:	
Inspected by: Sgt. M. Brow	n, #17683	Date: 10/05/2009	

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

N/A.

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Newhall	Southern	4
Inspected by:		Date:
Sgt. M. Brown, #17683		10/05/2009

equired Action	la
가는 제 보고 있는 것이 되었습니다. 그런 그리고 하는 것이 되어 그래요 그렇게는 이번을 걸었다면서 보고 있다는 보고 있는 데를 하는데 하는데 그리고 있다면 그리고 있다면 다른데 그렇게 되었습니다.	
prrective Action Plan/Timeline	

See attached CHP 51.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	116	CNIIC
(See HPM 9.1, Chapter 8 for appeal procedures.)		10/6/0)
	INSPECTOR'S SIGNATURE	DATE
	B	16/6/00
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATÉ
employee Do not concur	Lhe Some	10-15-09

INSPECTED BY

M. A. THORNTON 12861

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

SAFETY INSPECTION CHECKLIST	DIVISION	SECTION/AREA
CHP 113A (Rev. 9-96) OPI 090	Southern	Newhall / 540
✓ Indicates satisfactory	x Indicates correction needed (explain	in fully in Remarks by number)
A. PARKING LOTS	B. BUILDING E	NTRIES-EXITS
<ul> <li>✓ 1. Access visibility</li> <li>✓ 2. Traffic hazards</li> <li>✓ 3. Chuck holes/weeds</li> <li>✓ 4. Oil/grease spills</li> <li>✓ 5. Fire Hazards</li> <li>✓ 6. Drainage</li> <li>✓ 7. Handicapped spaces</li> <li>✓ 8. Debris/leaves</li> <li>✓ 9. Other: No parking areas</li> </ul>	<ul> <li>✓ 1. Sidewalks</li> <li>✓ 2. Steps</li> <li>✓ 3. Railings</li> <li>✓ 4. Oil/grease spills</li> <li>✓ 5. Lighting</li> <li>✓ 6. Doors, swing out</li> </ul>	<ul><li>✓ 7. Wet weather entry</li><li>✓ 8. Floor mats</li><li>☐ 9. Other:</li></ul>
C. FIRE PROTECTION	D. EQUI	PMENT
<ul> <li>✓ 1. Extinguishers, hoses</li> <li>✓ 2. Exits and exit signs</li> <li>✓ 6. Other:</li> <li>✓ 3. Heating system</li> <li>  A. If boiler, inspection tag</li> <li>✓ B. Water heaters, vents, valves</li> <li>✓ 4. Ammo and shotgun storage</li> </ul>	<ul> <li>✓ 1. Desks</li> <li>✓ 2. Chairs, casters</li> <li>✓ 3. Tables</li> <li>✓ 4. Ladders</li> <li>✓ 5. File cabinets</li> <li>✓ 6, File drawers</li> </ul>	<ul><li></li></ul>
E. HOUSEKEEPING	F. AUTOMOT	IVE SERVICE
<ul> <li>✓ 1. Space utilization</li> <li>✓ 2. Aisles, floors, stairs</li> <li>✓ 3. Storage</li> <li>✓ 4. Lighting</li> <li>✓ 5. Ventilation</li> <li>✓ 6. Electrical Cords</li> <li>✓ 7. Fire hazards</li> <li>✓ 8. Waste disposal</li> <li>✓ 9. Other:</li> <li>✓ 6. Electrical Cords</li> </ul>	<ul> <li>✓ 1. Windshield cleaning equip.</li> <li>✓ 2. Housekeeping</li> <li>✓ 3. Flammables</li> <li>✓ 4. Electrical tools, grounding</li> <li>✓ 5. Waste disp., covered cans</li> <li>✓ 6. Ventilation</li> </ul>	<ul> <li>✓ 7. Washrack</li> <li>✓ 8. Fire extinguishers</li> <li>✓ 9. Dispenser equip. (gas/oil)</li> <li>✓ 10. Spills</li> <li>✓ 11. Vents clear</li> <li>✓ 12. Eye wash station</li> <li>☐ 13. Other:</li> </ul>
G. PLASTIC BULLET RANGE	H. PERSONAL PROT	ECTIVE EQUIPMENT
<ul> <li>✓ 1. Control of live ammunition</li> <li>✓ 2. Problem(s) from possible live ammunition</li> <li>✓ 3. Backstop in repair</li> </ul>	✓ 1. Helmets and straps ✓ 2. Ear protection ✓ 3. Eye protection	✓ 4. Waterless soap  ☐ 5. Other:
I. SAFETY BULLETIN BOARD		
<ul> <li>✓ 1. Neat and attractive</li> <li>✓ 2. Display changed regularly</li> <li>✓ 3. Safety messages</li> <li>✓ 4. Required postings</li> <li>✓ 5. Other:</li> </ul>		
A-2: Paint marking to assist motorists exiting the front parking lot are A-9: Overhead light in front parking lot has unlatched glass cover A-6: Water collects in the front parking lot in the 3rd stall on the south A-9: Vehicles in the rear lot were parking in red zones and no parking E-2: Outlet cover in clerical area is not secure and presents a tripping I D-5: Cabinet doors in clerical staff area do not open correctly	n side west of the wrought iron gate areas	

08/06/2009

DATE

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Central Los Angeles	Southern	590
EVALUATED BY		DATE
Sgt. Cavanaugh		08/22/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  ☐ Formal Evaluation  ☐ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	COMMANDER'S REVIEW		DATE	
☐ Correction Report ☐ Yes ☑ No ☐ BY	1 0	FOR C. BEATY)	101	5/09
1. USE AND ADEQUACY OF FACILITY	Yes	ACTION REQUIRED N/A	CORRECTED	
a. Is the facility adequate?			✓ Yes	□No
(1) Have steps been taken to modify or replace the current facili	ty?		Yes	✓ No
(a) If a leased building, is the owner abiding by the terms of	the lease agreement?		☐ Yes	□No
(2) Is a safe, pleasant, efficient environment created by the arra	ngement of furniture and	l equipment?	✓ Yes	□No
(a) Is storage space used effectively?			✓ Yes	□No
(b) Is lighting adequate?			✓ Yes	□No
(c) Are there provisions for the prompt repair of the facility (	plumbing, heating, etc.)?	?	✓ Yes	□No
(d) Does the interior of the facility have a neat, businesslike			✓ Yes	□No
2. INTERIOR APPEARANCE	Yes Yes	ACTION REQUIRED N/A	CORRECTED	6
a. What is the condition of the floors, walls, ceiling, hallways, and co	ounter tops? The floors	, walls, ceilings and hal	lways are i	n good
condition and not in need of repair. The counter tops especially	in the employee break r	oom are used by several	individua	ls and are
cleaned after each use.				
(1) Is interior lighting adequate?		<u> </u>	✓ Yes	□No
(2) If leased, have needed repairs been coordinated with Facilities	es Section?		☐Yes	□No
(3) Are the duties of the janitor defined and clearly understood?			✓ Yes	□No
(a) Is the janitor fully aware of the supplies available through	h the requisition process	?	✓ Yes	□No
b. Is the layout of the general office areas appropriate for the assign	ned personnel or classific	cation?	✓ Yes	□No
c. Does the layout and equipment in specialized office areas meet the	he needs of each specia	lized function?	✓ Yes	□No
d. Does the layout of the restrooms meet the needs of all employees	s, including those with d	isabilities?	✓ Yes	□No
e. Is there sufficient space available in both the men's and women's	locker rooms?		✓ Yes	□No
(1) Can several officers comfortably change clothes at the same	time?		✓ Yes	□No
(2) Is there enough space for both personal lockers and equipme	ent lockers?		√ Yes	□No
(3) Are there full length mirrors?			✓ Yes	□No
(4) Are they clean and odor free, with adequate ventilation?			✓ Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

<b>УП</b> Г	403D (Rev. 5-00) OF1 008					
	(5) Are lockers in good condition, with names posted on the	nem?			✓ Yes	□No
f	Does the employee's room have adequate cabinets and ele	ectrical outlets?			✓ Yes	□No
	(1) Are appliances in good working order?				✓ Yes	□No
ç	. Are bulletin boards sufficient for Area needs?				✓ Yes	□No
	(1) Are they neat and orderly?				✓ Yes	□No
	(2) Is there a system for purging old information?				✓ Yes	□No
	(3) Do posted items have a removal date?				☐ Yes	✓ No
	(4) Are bulletin boards in good condition?				✓ Yes	□No
ŀ	. When was the last inventory of items stored inside the facil	lity? 01/2009				
	(1) Are items arranged in a logical manner?				✓ Yes	□No
	(2) Are there surplus items that should be returned to Sup	ply Services?			✓ Yes	□No
	(3) What security is provided after normal business hours'	? Mechanical ga	ate to rear par	king lot and exteri	or doors require	key code fo
	access. The front door to the lobby requires a key for	access with a loc	ked door req	uiring a key code to	o access office	from lobby.
3. E	XTERIOR APPEARANCE	Yes		ACTION REQUIRED	CORRECTED	)
а	. Overall, what is the general appearance of the exterior of the	II IFSTA	facility is rela	1000000	olays an excelle	ent exterior
	appearance. The facility is clearly marked for the public a					
b					[✓] Yes	□No
С	Is the outside lighting adequate and in good repair?				✓ Yes	□No
d	Is the building clearly identified?				✓ Yes	□No
е	Is the gas station clean and in good repair?				✓ Yes	□No
	(1) Does the gas station have a fire extinguisher readily a	vailable?			✓ Yes	□No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air	r and water hoses	s, and shut of	f switches		
	operating properly?				✓ Yes	□No
f.	Is the paved parking area clean and in good condition?				✓ Yes	□No
	(1) Are parking lines clearly painted?				✓ Yes	□No
	(2) Is the violation clearance area for the public clearly ma	rked?			✓ Yes	□No
	(3) Is there disabled parking available?				✓ Yes	□No
				THEORY CONTRACTOR CONTRACTOR	✓ Yes	□No
	(4) Is there a parking area designated for motorcycles?	- Contract Contract		ACTION REQUIRED	CORRECTED	
. A	(4) Is there a parking area designated for motorcycles?  UXILIARY POWER	Yes		N/A		
				N/A	✓ Yes	□No
	UXILIARY POWER  Has the efficiency of the auxiliary power unit been tested?	Yes	SM, and facil		✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

,			
d.	Is there a notice posted identifying who to contact should the unit fail?	✓ Yes	□No
e.	Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□No
f.	How often is the fuel supply replenished? The Area fuel supply is replenished every month.		
	(1) At what level is it refilled? The Area fuel level is refilled to approximately 8700 gallons.		
g.	Are there adequate numbers of emergency power outlets?	✓ Yes	□No
	(1) Are they distinctively marked?	✓ Yes	□No
5. E	MPLOYEE PROTECTION AND FACILITY SECURITY  Yes  ACTION REQUIRED N/A	CORRECTED	)
a.		✓ Yes	□No
b.	Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
	(2) Does the plan work?	✓ Yes	□No
	(3) Are there sufficient management controls?		□No
C.	Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
	(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
	(2) Are employees informed of their responsibilities?		□No
	(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
	(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□No
d.	Does the plan address dispatcher security?	☐ Yes	✓ No
	(1) How do Public Safety Dispatchers feel about the security provided? N/A		
	(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
	(3) Should modifications be made to provide better security?	Yes	□ No
	(a) Would intercoms improve security?	☐ Yes	□No
	(4) How often are two or more dispatchers on duty?		
	(5) How often are supervisors or other personnel in the building after normal business hours?		
	(6) Are maximum safety and security measures taken within communications centers?	☐Yes	□No
e.	Has training been given for all types of emergency situations?	✓ Yes	□No
	(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		11-11-11-11-11-11-11-11-11-11-11-11-11-				
u.	(1) If so, what remedial action has				☐ Yes	☑ No
	(1) If recommendations required bu		ut into the budget s	uspense file? MA	Yes	□No
C.	c. What improvements have been mad	le by the commander as a re	esult of the most re	cent inspection? None.		
_	. Has the CHP 113A, Safety Inspection Checklist, been completed?					□No
а	<ul> <li>Has a facility safety inspection beer by HPM 10.6, Occupational Safety I</li> </ul>		upational Safety C	ommittee as required	✓ Yes	□No
. s	SAFETY INSPECTION		Yes	N/A	CORRECTED	)
	(1) Have changes or updates been	sent to the implementing ag	jency?		✓ Yes	□No
h	Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?					□No
	good condition with an indoor	and outdoor sprinkler syster	n.			
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? The eme					ipment is ir
	(2) Is STD 621, Notice to State Em	ployees, posted and up to d	ate?		✓ Yes	□No
	(1) Are first aid kits provided as red	quired by the State Administr	ative Manual?		✓ Yes	□No
g	g. Are fire extinguishers provided and	Are fire extinguishers provided and serviced as required by the California Administrative Code?				□No
(4) Do employees know what to do if they encounter asbestos in the building?					☐Yes	✓ No
	(3) Is a copy of the notice posted of	board?	☐ Yes	✓ No		
	(2) Are new employees notified of	the presence of asbestos wit	thin 15 days of rep	orting to work?	☐ Yes	✓ No
_	(1) Are employees given a copy of	the annual asbestos report t	to read?		☐ Yes	✓ No
f.	f. Does the building contain asbestos?					
	(a) Do they know where it's lo				✓ Yes	□No
_	(4) Have all employees read the E	all employees read the Emergency Action Plan?				
	(a) Do they know how to use t				✓ Yes	□No
	(3) Do all employees know where	fire extinguisher and first aid	kits are located?		✓ Yes	□No

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	COMMENTS					
PERMITS	Central Los Angeles Area fuel permits are current and posted in the enclosed structure at the					
	fuel station island.					
GUIDELINES	Central Los Angeles Area is in full compliance with the city of Los Angeles Fire Department and					
	State Fire Marshall guidelines.					
MAINTENANCE/ELECTRICAL USE	E Central Los Angeles Area's air conditioning unit recently suffered mechanical problems caus					
	water to leak from the ceiling in the briefing room and the employee break room. The problem was					
	corrected and the HVAC thermostats are set to a specific temperature to avoid the units from					
	freezing up, which would lead to a recurrence of the problem and added expenditures to the Area					
	repairs. If adjustments to the thermostat need to be made, employees need to contact a superv					
	who will in turn notify the facilities coordinator who will make the adjustment. The Area's					
	employees are encouraged to turn off lighting when specific rooms are not in use and some rooms					
	utilize timer switches for lighting to conserve energy.					
SAFE AND PRODUCTIVE WORK	Central Los Angeles Area's Injury Illness Prevention Program (IIPP) and Emergency Action Plan					
ENVIRONMENT	(EAP) were currently updated. A briefing item was prepared advising employees where to locate					
	IIPP and EAP. Employees are advised to review the IIPP and EAP during their annual performance					
	evaluations. The Area's Written Hazardous Communication Plan (WHCP) and Material Saf					
	Sheets (MSDS) are available and stored in the ASM's office. There is also a copy of the MSDS					
	along with the IIPP and EAP stored in the employee break room for employees to access.					
	There are several "Evacuation Plans" attached to various walls in the Area to advise employees of					
	which routes to utilize when exiting the facility during an emergency, location of fire extinguishers					
	and locations of first aid kits.					
	Central Los Angeles Area has a concrete ramp leading to the front door of the lobby and another					
	leading to a back door of the facility ensuring the Area complies with the American's With					
	Disabilities Act.					

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

	ion/Facility Maintenance and Security - Central Los Angeles Area Page 6 DATE: 09/25/2009			
SECTIONS	COMMENTS			
SAFE AND PRODUCTIVE WORK	Combustible materials are not stored in rooms containing generators, water heaters, or any other			
ENVIRONMENT	apparatus which could lead to a fire. The Area's propane tank is periodically inspected by the			
	supplier and the Los Angeles City Fire Department to ensure the tank is in satisfactory condition ar			
	the appropriate warning signs are posted.			
	The Central Los Angeles Area has an active Occupational Safety Committee that meets quarterly.			
	The committee discusses quarterly patrol vehicle collisions and other circumstance where			
	proper occupational safety is compramised. The committee discussed ways to eliminate a repeat of			
	these circumstances to reduce the possibility of employees sustained work related injuries.			

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command: Central Los Angeles	Division: Southern	Chapter: Four HPG 22.1	
Inspected by:	gh	Date: 09/25/2009	

Page 1 of 2

	Inspection docume	on number. Under "Forvent shall be utilized to do	vard to:" enter the ne cument innovative pr				
TYPE OF INSPECTION  Division Level X Command Level  Executive Office Level		Total hours expended on the inspection: 5.0		☐ Corrective Action Plan Included☐ Attachments Included			
Follow-up Required: ☐ Yes X No	Division  Due Date: 10/10/2009						
Chapter Inspection: CHAPTER 4 HPG 22.1 – FACILITY MAINTENANCE AND SECURITY							
Inspector's Comments Regar	ding li	nnovative Practice	s:				
None							
Command Suggestions for S	tatewi	de Improvement:					
None							
Inspector's Findings:							
Facility Management is in accordance with guidelines							
Commander's Response: X Concur or Do Not Concur (Do Not Concur shall document basis for response)							
Concur							
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)							

Agree

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Central Los Angeles	Division: Southern	Chapter: Four HPG 22.1
Inspected by: Sgt. M. Cavanaugh		Date: 09/25/2009

1			
Required Action		VIE TO STATE	
Corrective Action Plan/Timeline			

Facility Maintenance and security is within policy.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10/3/09
	mulal 9	9/25/09
Reviewer discussed this report with employee Concur  Do not concur	Herrich Lan	10/5/09

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PA	TROL	AREA	DIVISION	NUMBER	
AREA MANAGEMENT EV	/ALUATION	Antelope Valley	Southern	545	
FACILITY MAINTENANCE A	AND SECURITY	EVALUATED BY		DATE	
CHP 453D (Rev. 5-06) OPI 009		Sergeant R. McKee,		08/25/20	
form is used as a Correction I individual items with "yes" or ' can be placed on the CHP 45 accomplishments or correctiv	ems reviewed by placing a check Report, the "Correction" box sho "no" answers, or fill in the blanks 4, Area Management Evaluation e actions, unresolved items, pro n or pencil, and the Supplement	uld be initialed and dat as indicated. If addition Supplement. The Su blems or progress, and	ed as deficiencies are on all comments are neceptated as the policy and the evaluator's overally the evaluator's overally as the evaluator's o	corrected. essary, th e significa	Answer e information ant findings,
TYPE OF EVALUATION	formal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
Yes No	BY		,	9-2	29-09
1. USE AND ADEQUACY OF F	ACILITY	Yes	No ACTION REQUIRED	N/A	)
a. Is the facility adequate?		<u> </u>		✓ Yes	□No
(1) Have steps been take	n to modify or replace the current fa	acility?		☐Yes	☑ No
(a) If a leased building	ng, is the owner abiding by the terms	s of the lease agreement	NIP	☐Yes	□No
(2) Is a safe, pleasant, eff	ficient environment created by the a	rrangement of furniture a	nd equipment?	✓ Yes	□No
(a) Is storage space	used effectively?			✓ Yes	□No
(b) Is lighting adequa	ite?			√ Yes	□No
(c) Are there provision	ns for the prompt repair of the facili	ty (plumbing, heating, etc	.)?	✓ Yes	□No
(d) Does the interior	of the facility have a neat, business	like appearance?		✓ Yes	□No
2. INTERIOR APPEARANCE		Yes Yes	ACTION REQUIRED No	CORRECTE	D
a. What is the condition of the	e floors, walls, ceiling, hallways, and	d counter tops? All are	n good condition.		
(1) Is interior lighting adec	quate?			✓ Yes	□No
(2) If leased, have needed	d repairs been coordinated with Fac	ilities Section?	N/A	☐ Yes	□No
(3) Are the duties of the ja	nitor defined and clearly understoo	d?	<b>1</b> ) 1	✓ Yes	□No
(a) Is the janitor fully	aware of the supplies available thro	ugh the requisition proce	ss?	✓ Yes	□No
b. Is the layout of the general	office areas appropriate for the ass	igned personnel or class	ification?	✓ Yes	□No
c. Does the layout and equipr	ment in specialized office areas mee	et the needs of each spec	cialized function?	✓ Yes	□No
d. Does the layout of the restr	ooms meet the needs of all employ	ees, including those with	disabilities?	✓ Yes	□No
e. Is there sufficient space av	ailable in both the men's and wome	n's locker rooms?		✓ Yes	□No
(1) Can several officers co	omfortably change clothes at the sa	me time?		✓ Yes	□No

(2) Is there enough space for both personal lockers and equipment lockers?

(4) Are they clean and odor free, with adequate ventilation?

(3) Are there full length mirrors?

☐ No

□No

☐ No

✓ Yes

✓ Yes

✓ Yes

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	(5)	Are lockers in good condition, with names posted on them?			✓ Yes	□No
f.	Do	es the employee's room have adequate cabinets and electrica	al outlets?		✓ Yes	□No
	(1)	Are appliances in good working order?			✓ Yes	□No
g	. Ar	e bulletin boards sufficient for Area needs?			✓ Yes	□No
	(1)	Are they neat and orderly?			✓ Yes	□No
	(2)	Is there a system for purging old information?			✓ Yes	□No
	(3)	Do posted items have a removal date?			✓ Yes	□No
	(4)	(4) Are bulletin boards in good condition?				□No
h	. Wł	nen was the last inventory of items stored inside the facility?	2009.			
	(1)	Are items arranged in a logical manner?			✓ Yes	□No
	(2)	Are there surplus items that should be returned to Supply S	ervices?		Yes	☑ No
	(3)	What security is provided after normal business hours? F1	ont door is locked, gates	are closed, garage door	s are closed	d.
3. E	XTE	RIOR APPEARANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A	
а	Ov	erall, what is the general appearance of the exterior of the fac		18372	Books	1.
h						
-	Are	e all painted surfaces neat and clean, free of peeling paint?			✓ Yes	□No
C.		he outside lighting adequate and in good repair?			✓ Yes ✓ Yes	□ No
C.	ls t					
c.	ls t	he outside lighting adequate and in good repair?			✓ Yes	□No
c.	ls t	he outside lighting adequate and in good repair? he building clearly identified?	ple?		✓ Yes ✓ Yes	□ No
c.	Is t	he outside lighting adequate and in good repair? he building clearly identified? he gas station clean and in good repair?		ff switches	✓ Yes ✓ Yes ✓ Yes	□ No □ No
d e	Is t Is t (1) (2)	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and		ff switches	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No
d e	Is t Is t (1) (2) Is th	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?		ff switches	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
d e	Is t Is t (1) (2) Is th	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?  he paved parking area clean and in good condition?	water hoses, and shut of	ff switches	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No □ No
d e	Is t Is t (1) (2) Is tr (1)	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?  he paved parking area clean and in good condition?  Are parking lines clearly painted?  Is the violation clearance area for the public clearly marked?	water hoses, and shut of	ff switches	✓ Yes	<ul> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> </ul>
d e	Is t Is t (1) (2) Is th (1) (2)	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?  he paved parking area clean and in good condition?  Are parking lines clearly painted?  Is the violation clearance area for the public clearly marked?	water hoses, and shut of	ff switches	✓ Yes	<ul> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>No</li> <li>Vo</li> </ul>
c d e f.	Is t t (1) (2) Is tr (1) (2) (3) (4)	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?  he paved parking area clean and in good condition?  Are parking lines clearly painted?  Is the violation clearance area for the public clearly marked?  Is there disabled parking available?	water hoses, and shut of	ff switches  Action required No	✓ Yes	<ul> <li>No</li> </ul>
c d e f.	Is t (1) (2) Is tr (1) (2) (3) (4)	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?  he paved parking area clean and in good condition?  Are parking lines clearly painted?  Is the violation clearance area for the public clearly marked?  Is there disabled parking available?  Is there a parking area designated for motorcycles?	water hoses, and shut of	ACTION REQUIRED	✓ Yes ✓ CORRECTED	<ul> <li>No</li> </ul>
c d e f.	Is t (1) (2) Is tr (1) (2) (3) (4) UXILL	he outside lighting adequate and in good repair?  he building clearly identified?  he gas station clean and in good repair?  Does the gas station have a fire extinguisher readily availal  Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?  he paved parking area clean and in good condition?  Are parking lines clearly painted?  Is the violation clearance area for the public clearly marked?  Is there disabled parking available?  Is there a parking area designated for motorcycles?  IARY POWER  Is the efficiency of the auxiliary power unit been tested?	water hoses, and shut of	ACTION REQUIRED	✓ Yes  ✓ ORRECTED  N/A	<ul> <li>No</li> </ul>

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

JI 11	7000	(Nev. 5-00) OF1 003				
C	. Is 1	there a notice posted identifying who to contact should the ur	nit fail?		✓ Yes	☐ No
e	. Do	es the log indicate Area personnel and Telecommunications	Section have conducted	d weekly testing?	✓ Yes	□No
f.	Hov	w often is the fuel supply replenished? Every four months.				
			(4)			
	(1)	At what level is it refilled? 50%.				
g	. Are	there adequate numbers of emergency power outlets?			✓ Yes	□No
	(1)	Are they distinctively marked? ALL OUTLETS A	RE CONNECTED	TO AUXILIARY POWE	ر∐ Yes	☑ No
. Е	MPL	OYEE PROTECTION AND FACILITY SECURITY	Yes Yes	No REQUIRED	N/A	
а	. Do	es Area have a written Emergency Action Plan?		11	✓ Yes	□ No
b	. Do	es the plan have procedures for safeguarding employees du	ring all types of emerge	ncies?	✓ Yes	□ No
	(1)	Does it have general facility security and building evacuation	n procedures?		✓ Yes	□No
	(2)	Does the plan work?			✓ Yes	□No
	(3)	Are there sufficient management controls?			✓ Yes	□ No
С	Do	es the plan designate duties and responsibilities to specific e	mployees?		✓ Yes	□No
	(1)	Are both uniformed and nonuniformed employees included	?		✓ Yes	□No
	(2)	Are employees informed of their responsibilities?			✓ Yes	□No
	(3)	Has the commander taken all responsible steps available to	provide security?		✓ Yes	□ No
	(4)	Has the commander visited the facility after normal busines in place?	s hours to ensure secu	rity measures are	✓ Yes	□No
d	Do	es the plan address dispatcher security?		NA	☐Yes	□No
	(1)	How do Public Safety Dispatchers feel about the security pr	ovided?	2/2		
	(2)	Can dispatchers deal with the public without admitting them	into the building?	NA	Yes	□ No
	(3)	Should modifications be made to provide better security?		NIA	Yes	□No
		(a) Would intercoms improve security?		NIA	Yes	☐ No
	(4)	How often are two or more dispatchers on duty?		4/11		
	1,5950					
	(5)	How often are supervisors or other personnel in the building	g after normal business	hours? $N/A$		
_	(6)	Are maximum safety and security measures taken within co	mmunications centers?	NA	Yes	☐ No
e.	Has	training been given for all types of emergency situations?		10	✓ Yes	□No
	(1)	Have both uniformed and nonuniformed been given the trai	ning?		✓ Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CITE	4550	(Nev. 5-00) OFT 003				
	(2)	Does the training include building evacuation procedures?			✓ Yes	☐ No
	(3)	Do all employees know where fire extinguisher and first aid	kits are located?		✓ Yes	□No
		(a) Do they know how to use them?			✓ Yes	☐ No
	(4)	Have all employees read the Emergency Action Plan?			✓ Yes	□No
		(a) Do they know where it's located?			✓ Yes	□No
f.	Doe	es the building contain asbestos?			✓ Yes	□No
	(1) Are employees given a copy of the annual asbestos report to read?					☐ No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?					□No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?					□No
	(4) Do employees know what to do if they encounter asbestos in the building?					□No
g.	g. Are fire extinguishers provided and serviced as required by the California Administrative Code?					□ No
	(1) Are first aid kits provided as required by the State Administrative Manual?					□No
	(2) Is STD 621, Notice to State Employees, posted and up to date?				√ Yes	□No
	(3)	What is the condition of other emergency equipment such as	s fire hoses, sprinkler sys	stems, etc.? Good.		
h.	ls tl	nere a Hazardous Materials Business Plan on file with the loc	al implementing agency	as required?	✓ Yes	□No
	(1)	Have changes or updates been sent to the implementing ag	ency?		✓ Yes	□No
6. SA	AFET	Y INSPECTION	Yes	No REQUIRED	N/A	
a.		s a facility safety inspection been conducted by the Area Occu HPM 10.6, Occupational Safety Manual?	upational Safety Commit	tee as required	✓ Yes	□No
b.	Has	the CHP 113A, Safety Inspection Checklist, been completed	l?		✓ Yes	□No
c.	Wha	at improvements have been made by the commander as a re	sult of the most recent in	spection? Briefing ro	om doors f	ixed to allow
	eas	ier closing.				
	(1)	If recommendations required budgeting, have items been pu	t into the budget suspen	se file?	Yes	□No
d.	Has	the size of the operation outgrown the facility?			☐Yes	☑ No
	(1)	If so, what remedial action has been taken?				

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

JBJECT: Chapter 4 Facilit	y Maintenance and Security Inspection.	DATE:	08/25/2009
SECTIONS	COMMENTS		
e	Any substantial increase to uniformed Area personne	l would impact the effectivene	ss of both the
	men's and women's locker rooms.		
f (2)	Facilities section recommends marking Violation Cle	paranca parking engage hayay	or it is not
1 (2)	required. Due to limited parking spaces, the area has		er it is not
			<u> </u>
Ti			
			1.

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Antelope Valley	Southern	4
Inspected by:		Date:
Sergeant R. McKee, #12090		08/25/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies, additional space is required.	corrective action plans, and may	be used to appeal findings. A CHP 51 Memoran	dum may be used if
TYPE OF INSPECTION		☐ Corrective Action Plan Included	
☐ Division Level ☒ Command Level		Appeal Included	
☐ Executive Office Level		Attachments Included	
Follow-up Required:	Forward to: Southern Division	Commander's Signature:	Date: 09/29/09
☐ Yes	Due Date: Oct. 12, 2009	CAPT.	
Chapter Inspection:	<b>国的首次的意义与</b>		
Inspector's Comments Reg	arding Innovative Practice	es:	
None.			
Command Suggestions for	Statewide Improvement:		
None,			
Inspector's Findings:			

- 2.e- Both the male and female locker rooms are full to capacity. Any substantial increase in personnel will impact the effectiveness of the locker rooms.
- 3.f (2)- Facilities Section recommends marking Violation Clearance parking spaces, however it is not required. Due to limited parking in front of the office, the area has chosen not to mark spaces.

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2

Command: Antelope Valley	Division: Southern	Chapter:	
Inspected by: Sergeant R. McK	ee, #12090	Date: 08/25/09	

Commander's Response:		

I concur with the findings.

Inspector's Comments:

None.

Required Action

Corrective Action Plan/Timeline

None.

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 3

Command:	Division:	Chapter:	
Antelope Valley	Southern	4	
Inspected by:	-	Date:	
Sergeant R. McK	ee, #12090	08/25/09	

Appeal Process: (Appeals shall be filed within five (5) business days of the	e completed chapter inspection).
Commander's Basis for Appeal:	
N/A	ii .
Appeal Review/Decision: (This shall be the only level of appeal).	
Appeal Noview Besiden. (This shall be the only level of appeal).	
Lead Inspector's Signature:	Date:
Responding Commander's Signature (for appeal):	Date:
CAPI.	9-29-09

CHP 680A (Rev. 09-08) OPI 010

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER	
Altadena Southern		575	
EVALUATED BY		DATE	
A. Primeaux		09/16/2009	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation		SUSPENSE DATE	11-09.	- 49		
FOLLO	W-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW			-9-09
1. US	SE AND ADEQUACY OF FA	CILITY	EVALUATED X	ACTION REQUIRED	CORRECTED	(A)
a.	Is the facility adequate?				✓ Yes	□No
	(1) Have steps been taker	n to modify or replace the current f	acility?		☐ Yes	☑ No
	(a) If a leased building, is the owner abiding by the terms of the lease agreement?					
	(2) Is a safe, pleasant, effi	cient environment created by the	arrangement of furniture an	d equipment?	✓ Yes	□No
	(a) Is storage space ι	sed effectively?			✓ Yes	□No
	(b) Is lighting adequat	e?			✓ Yes	□No
	(c) Are there provision	ns for the prompt repair of the facil	ity (plumbing, heating, etc.)	?	✓ Yes	□No
	(d) Does the interior of	of the facility have a neat, business	like appearance?		✓ Yes	□No
2. IN	TERIOR APPEARANCE		EVALUATED X	ACTION REQUIRED	CORRECTED	
a.	What is the condition of the	floors, walls, ceiling, hallways, an	d counter tops? An area of	on a wall in the special d	uty office (	next to the
	Training Officer's desk) is	damaged and in need of repair. Th	ne Department of General S	Services has been notifie	d concerni	ng the
	damage and advised us tha	t it will not be repaired at this time	e due to budgetary constrai	nts.		
	(1) Is interior lighting adeq	uate?			✓ Yes	□No
	(2) If leased, have needed	repairs been coordinated with Fac	cilities Section?		Yes	☑ No
	(3) Are the duties of the jar	nitor defined and clearly understoo	od?		✓ Yes	□No
	(a) Is the janitor fully a	ware of the supplies available thro	ough the requisition proces	s?	Yes	□No
b.	Is the layout of the general	office areas appropriate for the as	signed personnel or classif	ication?	✓ Yes	□No
C.	Does the layout and equipm	nent in specialized office areas me	et the needs of each speci	alized function?	✓ Yes	□No
d.	Does the layout of the restre	ooms meet the needs of all emplo	yees, including those with o	disabilities?	✓ Yes	□No
e.	Is there sufficient space ava	ailable in both the men's and wome	en's locker rooms?		✓ Yes	□No
	(1) Can several officers co	mfortably change clothes at the sa	ame time?		✓Yes	∐ No
	(2) Is there enough space	for both personal lockers and equi	pment lockers?		✓ Yes	□No
	(3) Are there full length mir	rors?			✓ Yes	□No
	(4) Are they clean and odo	r free, with adequate ventilation?			☐ Yes	☑ No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

_			(1.11.1.0.10)		
		(5	5) Are lockers in good condition, with names posted on them?	✓ Yes	□No
	f.	Do	loes the employee's room have adequate cabinets and electrical outlets?		□No
		(1	Are appliances in good working order?	✓ Yes	□No
	g.	Α	Are bulletin boards sufficient for Area needs?	✓ Yes	□No
		(1	1) Are they neat and orderly?	✓ Yes	□No
		(2	2) Is there a system for purging old information?	✓ Yes	□No
		(3	3) Do posted items have a removal date?	☐Yes	☑ No
		(4	4) Are bulletin boards in good condition?	✓ Yes	□No
	h.	W	When was the last inventory of items stored inside the facility? September 2009		
		(1	1) Are items arranged in a logical manner?	✓ Yes	□No
		(2	2) Are there surplus items that should be returned to Supply Services?	✓ Yes	□No
		(3	3) What security is provided after normal business hours? Locking the front doors, rear doors	only accessible by keypa	d and
			automatic closing gate in the rear parking lot.		
3.	. EX	(TE	ERIOR APPEARANCE EVALUATED X	EQUIRED CORRECTED	
	a.	0	Overall, what is the general appearance of the exterior of the facility? Well maintained.		
	b.	Ar	re all painted surfaces neat and clean, free of peeling paint?	✓ Yes	□No
	C.	ls	s the outside lighting adequate and in good repair?	✓ Yes	□No
	d.	ls	s the building clearly identified?	✓ Yes	□No
	e.	ls	s the gas station clean and in good repair?		□No
		(1)	) Does the gas station have a fire extinguisher readily available?		□No
		(2)			
_			operating properly?	✓ Yes	∐ No
-	f.	-	the paved parking area clean and in good condition?	☑ Yes	□ No
		(1)	) Are parking lines clearly painted?	✓ Yes	□ No
-,		(2)	<u> </u>	✓ Yes	□ No
_		(3)		✓ Yes	□ No
_		(4)	) Is there a parking area designated for motorcycles?  EVALUATED ACTION R	✓ Yes corrected	□ No
4.	AU	XIL	LIARY POWER X	Johnsofel	
	a.	На	as the efficiency of the auxiliary power unit been tested?	✓ Yes	□No
	b.	Wł	ho knows how to start the unit should the self-starter fail? Instructions are posted and clearly v	isible.	
	C.	Are	re operating instructions posted and easy to understand?	✓ Yes	□No

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

_		, , , , , , , , , , , , , , , , , , , ,				
(	i. Is	there a notice posted identifying who to contact should the uni	t fail?		✓ Yes	□No
6	e. Do	pes the log indicate Area personnel and Telecommunications	Section have conducted	weekly testing?	✓ Yes	□No
f	. Ho	w often is the fuel supply replenished? Once a month.				
	(1)	At what level is it refilled? At 1900 gallons				
9	j. Ar	e there adequate numbers of emergency power outlets?			✓ Yes	□No
	(1)	Are they distinctively marked?		✓ Yes	□No	
5. E	MPL	OYEE PROTECTION AND FACILITY SECURITY	EVALUATED X	ACTION REQUIRED	CORRECTED	)
a	ı. Do	pes Area have a written Emergency Action Plan?			✓ Yes	□No
b	. Do	pes the plan have procedures for safeguarding employees dur	ing all types of emergen	cies?	✓ Yes	□No
	(1)	Does it have general facility security and building evacuation	n procedures?		✓ Yes	□No
	(2)	Does the plan work?		✓ Yes	□No	
	(3)	Are there sufficient management controls?		✓ Yes	□No	
C	. Do	es the plan designate duties and responsibilities to specific er		✓ Yes	□No	
	(1)	Are both uniformed and nonuniformed employees included?		√ Yes	□No	
	(2)	Are employees informed of their responsibilities?		√ Yes	□No	
	(3)	Has the commander taken all responsible steps available to		✓ Yes	□No	
	(4)	•	s hours to ensure securit	y measures are		
	_	in place?			✓ Yes	□ No
d		es the plan address dispatcher security? N / A			Yes	□ No
	(1)	How do Public Safety Dispatchers feel about the security pro-	ovided? 			=
			4			
	(2)	Can dispatchers deal with the public without admitting them	into the building?		☐ Yes	□ No
	(3)	Should modifications be made to provide better security?			☐ Yes	□ No
		(a) Would intercoms improve security?			Yes	□ No
	(4)	How often are two or more dispatchers on duty?				
	(5)	How often are supervisors or other personnel in the building	after normal business h	ours? Daily.		
		, A				
	(6)	Are maximum safety and security measures taken within con	mmunications centers?		Yes	□ No
е.	Ha	s training been given for all types of emergency situations?			✓ Yes	□ No
	(1)	Have both uniformed and nonuniformed been given the train	ing?		✓ Yes	□ No

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	(2	Does the training include building evacuation procedu	ures?			✓ Yes	□ No
	(3	3) Do all employees know where fire extinguisher and fi	rst aid kits are located?			✓ Yes	□No
		(a) Do they know how to use them?					□No
	(4	4) Have all employees read the Emergency Action Plan	?			✓ Yes	□No
		(a) Do they know where it's located?				✓ Yes	□No
f	. Do	oes the building contain asbestos?				Yes	☑ No
	(1	Are employees given a copy of the annual asbestos in the complex of the annual asbestos in the complex of	report to read?			Yes	☑ No
	(2	2) Are new employees notified of the presence of asbes	stos within 15 days of rep	porting t	o work?	Yes	☑ No
	(3	3) Is a copy of the notice posted on the employee or occ	cupational safety bulletin	board?		Yes	✓ No
	(4	4) Do employees know what to do if they encounter asb	estos in the building?			☐ Yes	✓ No
ç	j. Ai	Are fire extinguishers provided and serviced as required b	by the California Adminis	strative (	Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Administrative Manual?				✓ Yes	□ No	
	(2) Is STD 621, Notice to State Employees, posted and up to date?				✓ Yes	□No	
	(3)	3) What is the condition of other emergency equipment	such as fire hoses, sprin	nkler sys	tems, etc.? Well n	naintained.	
h	ı. Is	s there a Hazardous Materials Business Plan on file with	the local implementing a	agency a	as required?	✓ Yes	□No
h		s there a Hazardous Materials Business Plan on file with  1) Have changes or updates been sent to the implemen		agency a	as required?	☑ Yes ☑ Yes	□ No
	(1)			agency a	as required?		No
6. S	(1) SAFE	Have changes or updates been sent to the implemen	ting agency?		ACTION REQUIRED	☑ Yes	No
6. S	(1) SAFE . Ha	Have changes or updates been sent to the implement      INSPECTION      Inspection been conducted by the Area	ea Occupational Safety C		ACTION REQUIRED	✓ Yes	_ No
6. S	(1) SAFE . Ha by	The state of the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates been sent to the implemental Have changes or updates by the Area of the implemental Have changes or updates by the Area of the implemental Have changes or updates by the Area of the implemental Have changes or updates by the Area of the implemental Have changes or updates by the Area of the implemental Have changes or updates by the Area of the implemental Have changes or updates by the Area of the implemental Have changes or updates by the implemental Have changes or updates by the Area of the implemental Have changes or updates by the implemental Have changes	ea Occupational Safety Completed?	Committ	action REQUIRED	✓ Yes	□ No □ No
6. S	(1)  AFE  BAFE  By  Ha	The Have changes or updates been sent to the implement of	ea Occupational Safety Completed?	Committ ecent in	ee as required spection? The Cor	✓ Yes    CORRECTED    ✓ Yes    ✓ Yes	□ No □ No
6. S	(1)  AFE  BAFE  By  Ha	The Have changes or updates been sent to the implement of	ea Occupational Safety Completed?	Committ ecent in	ee as required spection? The Cor	✓ Yes    CORRECTED    ✓ Yes    ✓ Yes	□ No □ No
6. S	(1)  6AFE  . Haby . Haby . Hassu	The Have changes or updates been sent to the implement of	ea Occupational Safety Completed?  as a result of the most recorrect the issues in and	Committ ecent in d around	ee as required spection? The Cor	✓ Yes    CORRECTED    ✓ Yes    ✓ Yes	□ No □ No
b c	(1) SAFE  . Haby . Has	ETY INSPECTION  Has a facility safety inspection been conducted by the Arely HPM 10.6, Occupational Safety Manual?  Has the CHP 113A, Safety Inspection Checklist, been converted to the commander of the commande	ea Occupational Safety Completed?  as a result of the most recorrect the issues in and	Committ ecent in d around	ee as required spection? The Cor	✓ Yes    CORRECTED    ✓ Yes   ✓ Yes   The second of the s	□ No □ No □ No assigned a
b c	(1) SAFE  . Haby . Has . WI su (1)	ETY INSPECTION  Has a facility safety inspection been conducted by the Arely HPM 10.6, Occupational Safety Manual?  Has the CHP 113A, Safety Inspection Checklist, been converted improvements have been made by the commander upervisor to make the necessary contacts to address and	ea Occupational Safety Completed?  as a result of the most recorrect the issues in and open put into the budget	Committe ecent in d around suspens	ee as required spection? The Corl the facility.	✓ Yes  CORRECTED  ✓ Yes  ✓ Yes  mmander has  ✓ Yes  ✓ Yes	No No No assigned a

### **COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Altadena	Southern	4
Inspected by:		Date:10-09-2009
A. Primeaux		

Page 1 of 3				
	Inspecti docume	on number. Under "Forwent shall be utilized to do	ard to:" enter the nex cument innovative pr	
TYPE OF INSPECTION  ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expende inspection:	d on the	<ul><li>☑ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:  ☑ Yes ☐ No	Forwa			
Chapter Inspection:	Vince Vince			KASHASTA KASTA KA
Inspector's Comments Regar	rding Ir	nnovative Practices	3:	
N/A				
Command Suggestions for S	tatewic	de Improvement:		
N/A				
Inspector's Findings:				
that the facility is operating ap	propria naintair ency a	itely. The use and ned. The auxiliary	adequacy of the power is regula	Chapter 4), the determination is e facility is efficient. The exterior rly monitored and accessible by d is in place for employee
Checklist, which will be repaired were noted and will be corrected are items stored on top of the limit will address this issue. Under stored on the limit will address the stored on the limit will be repaired will be repaired to the limit will be corrected and will be corre	ed at the ed acc lockers section	ne discretion of the ordingly. Under se in the men's locked 2 (g) 3 of the Inte	Department of ection 2 (e) 4 of er room. A brief rior Appearance	fing item will be generated that
Commander's Response: ⊠	Concu	r or 🗌 Do Not Con	cur (Do Not Conc	ur shall document basis for response)
I concur with the inspector's fir	ndings.			

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Altadena	Division: Southern	Chapter:
Inspected by: A. Primeaux		Date:10-09-2009

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
	chair address non concurrence by commander (e.g., midnigs revised, midnigs anothering ed,
etc.)	

The commander will ensure that briefing items are generated that will address the need for the removal of items on top of the lockers and also institute a new system of purging out-dated postings from the bulletin boards.

	. spillare i missi dili se ve		
Required Action		TO A STATE OF	1.1 用花、Anni
Corrective Action Plan/Timeline			

The corrective action plan/ timeline will be 30 days from the date of this evaluation. Officers will be directed to remove items from atop of their lockers and maintain the cleanliness of the locker room. The new system of purging out-dated material from the bulletin boards will be implemented.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.		10-9-09
(See HPM 9.1, Chapter 8 for appeal procedures.)	9	10
	INSPECTOR'S SIGNATURE	DATE
		10-9-09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	$  \langle \langle \langle \langle \rangle \rangle \rangle \rangle   \langle \langle \langle \rangle \rangle \rangle   \langle \langle \rangle \rangle   \langle \rangle \rangle   \langle \rangle \rangle   \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \langle \rangle \rangle   \langle \rangle \rangle $	19. 20
☐ Concur ☐ Do not concur	de fine	10-20-09

## COMMAND INSPECTION PROGRAM

Command:

Inspected by:

R. Headden, Sgt. #10267

550

Division: Southern Chapter:

Date: 10/09/2009

### **EXCEPTIONS DOCUMENT**

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included Total hours expended on the inspection: ☐ Division Level ☐ Command Level 8 hours □ Attachments Included ☐ Executive Office Level Forward to: Follow-up Required: Due Date: 10/12/2009 ⊠ No ☐ Yes **Chapter Inspection:** Inspector's Comments Regarding Innovative Practices: Command Suggestions for Statewide Improvement: Inspector's Findings: Use and Adequacy of Facility: The Santa Fe Springs has long outgrown the available square footage of the current facility. All available space is currently maximized. The Santa Fe Springs Area is currently budgeted for replacement. Facilities Section is currently working on locating a suitable location for the construction of a new facility. Commander's Response: 
Concur or 
On Not Concur (Do Not Concur shall document basis for response) Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command: 550	Division: Southern	Chapter:	
Inspected by: R. Headden, Se	gt. #10267	Date: 10/09/2009	

Required Action		
Troduited 7 total 1	ALCOHOL STREET	AN FIRM
Corrective Action Plan/Timeline		

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	Bland In	10/12/2009
(COCOTIN IN CITY CHAPTON CITY APPOSIT PROCESSAISES)	INSPECTOR'S SIGNATURE / (1) PICE	DATE 10/09/2009
Reviewer discussed this report with	RÉVIEWER'S SIGNATURE	DATE
employee	follow tr.	10/12/09

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Santa Fe Springs	Southern	550
EVALUATED BY	-	DATE
R. Headden, Sgt. #10267		10/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  ☐ Formal Evaluation  ☐ Informal Evaluation  ☐ Unformal Evaluation  SUSPENSE DATE  10/12/2009				
FOLLOW-UP REQUIRED  Yes No  BY  Commander's Review  10	/12/200 RRECTED	9		
	Yes	☑ No		
(1) Have steps been taken to modify or replace the current facility?	Yes	□ No		
(a) If a leased building, is the owner abiding by the terms of the lease agreement?	Yes	□No		
(2) Is a safe, pleasant, efficient environment created by the arrangement of furniture and equipment?	Yes	□No		
(a) Is storage space used effectively?	Yes	☑ No		
(b) Is lighting adequate?	Yes	☑ No		
(c) Are there provisions for the prompt repair of the facility (plumbing, heating, etc.)?	Yes	□No		
(d) Does the interior of the facility have a neat, businesslike appearance?	Yes	□No		
2. INTERIOR APPEARANCE EVALUATED ACTION REQUIRED COPE	RRECTED			
a. What is the condition of the floors, walls, ceiling, hallways, and counter tops?				
(1) Is interior lighting adequate?	Yes	□No		
(2) If leased, have needed repairs been coordinated with Facilities Section?	Yes	□No		
(3) Are the duties of the janitor defined and clearly understood?	Yes	□No		
(a) Is the janitor fully aware of the supplies available through the requisition process?	Yes	□No		
b. Is the layout of the general office areas appropriate for the assigned personnel or classification?	Yes	□No		
c. Does the layout and equipment in specialized office areas meet the needs of each specialized function?	Yes	□No		
	Vac	□No		
d. Does the layout of the restrooms meet the needs of all employees, including those with disabilities?	103			
	Yes	No		
e. Is there sufficient space available in both the men's and women's locker rooms?				
e. Is there sufficient space available in both the men's and women's locker rooms?  (1) Can several officers comfortably change clothes at the same time?	Yes	☑ No		
e. Is there sufficient space available in both the men's and women's locker rooms?  (1) Can several officers comfortably change clothes at the same time?  (2) Is there enough space for both personal lockers and equipment lockers?	Yes Yes	☑ No		

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### FACILITY MAINTENANCE AND SECURITY

	C.	Are	operating instruction	s posted and easy to understa	and?			✓ Yes	□ No
	b.	W	o knows how to start	the unit should the self-starte	r fail? Serg	geants, Janitor, Autom	otive Technicians		
	a.	На	s the efficiency of the	auxiliary power unit been test	ted?			Yes	□No
4.	ΑL	JXIL	IARY POWER			10/09/2009	ACTION REQUIRED	CORRECTED	)
		(4)	Is there a parking ar	ea designated for motorcycles	s?	Francisco		☐Yes	☑ No
		(3)	Is there disabled pa	rking available?				✓ Yes	□No
		(2)	Is the violation clear	ance area for the public clear	ly marked?			Yes	□No
		(1)	Are parking lines cle	early painted?				✓ Yes	□No
	f.	ls t	ne paved parking area	a clean and in good condition?	?			✓ Yes	□No
		(2)	Are the fuel dispens operating properly?	er, vapor recovery hose/nozz	le, air and v	vater hoses, and shut	off switches	✓ Yes	□No
		(1)	Does the gas station	on have a fire extinguisher rea	dily availab	le?		 ✓ Yes	 □ No
	e.	ls	the gas station clean	and in good repair?				 ✓ Yes	 □ No
	d.	ls	the building clearly ide	entified?				✓ Yes	 □ No
		_		lequate and in good repair?				 ✓ Yes	□No
	b.			neat and clean, free of peeling				✓ Yes	
				e and no discrepancies were no		110 0.101 01	Included to the count wild to	- Jan OI willy	
_	а.	0	verall, what is the gene	eral appearance of the exterio	r of the faci		the facility is clean and c	lear of anv	obstructions
3.	E	(TE	RIOR APPEARANCE			EVALUATED 10/09/2009	ACTION REQUIRED	CORRECTE	)
-	Officers routinely check the facilities external entrances during "non-business" hours.								
-	_	(3)	What security is pro	ovided after normal business h	ours? Th	e facility is locked, ur	nneccesary lighting is turn	ned off. Su	pervisors and
-		(2	Are there surplus ite	ems that should be returned to	Supply Se	ervices?		☐ Yes	✓ No
-			Are items arranged					✓ Yes	
	h.	W		ntory of items stored inside the	e facility?(	October 9, 2009)			
		(4	Are bulletin boards	in good condition?				☑ Yes	□ No
=		(3						✓ Yes	□ No
-		(2	Is there a system for	or purging old information?				✓ Yes	□ No
-		(1	Are they neat and o	orderly?				✓ Yes	□ No
-	g.	Α	e bulletin boards suffi	cient for Area needs?				 ✓ Yes	 □ No
_		(1	Are appliances in g	ood working order?				 ✓ Yes	 □ No
	f.	Do	es the employee's roo	om have adequate cabinets ar	nd electrical	l outlets?		✓ Yes	□No
_		(5	Are lockers in good	condition, with names posted	I on them?			✓ Yes	
			(11000						

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

0111	700	5 (1.6.4. 0-00) OT 1.003				
	d. Is	there a notice posted identifying who to contact should the un	it fail?		✓ Yes	□No
•	e. D	oes the log indicate Area personnel and Telecommunications	Section have conducted wee	ekly testing?	☐ Yes	□No
1	. Ho	w often is the fuel supply replenished? Monthly				
	(1	At what level is it refilled? (Fuel loss due to use or evaporate	ion is replaced monthly)			
ç	g. Ai	e there adequate numbers of emergency power outlets?			✓ Yes	□No
	(1)	Are they distinctively marked?			✓ Yes	□No
5. I	EMPL	OYEE PROTECTION AND FACILITY SECURITY	10/09/2009	TION REQUIRED	CORRECTED	
a	a. Do	oes Area have a written Emergency Action Plan?			✓ Yes	□No
t	o. Do	oes the plan have procedures for safeguarding employees dur	?	✓ Yes	□No	
	(1)	Does it have general facility security and building evacuation	n procedures?		✓ Yes	□No
	(2)	Does the plan work?	✓ Yes	□No		
	(3)	Are there sufficient management controls?			✓ Yes	□ No
C	. Do	es the plan designate duties and responsibilities to specific er	mployees?		✓ Yes	□No
	(1)	Are both uniformed and nonuniformed employees included?			✓ Yes	□ No
	(2)	Are employees informed of their responsibilities?			✓ Yes	□No
	(3)	Has the commander taken all responsible steps available to	✓ Yes	□No		
	(4)	Has the commander visited the facility after normal business in place?	s hours to ensure security m	easures are	☑ Yes	□No
d	. Do	es the plan address dispatcher security?			☐ Yes	☑ No
	(1)	How do Public Safety Dispatchers feel about the security pro	ovided? (Not applicable a	this facility)		
						<del></del>
	(2)	Can dispatchers deal with the public without admitting them	into the building?		☐ Yes	☑ No
	(3)	Should modifications be made to provide better security?			☐ Yes	☑ No
		(a) Would intercoms improve security?			☐Yes	☑ No
	(4)	How often are two or more dispatchers on duty? (Not appl	icable)			
	(5)	How often are supervisors or other personnel in the building	after normal business hour	s? Periodically thro	oughout ea	ch shift and
		at all shift changes.				
	(6)	Are maximum safety and security measures taken within con	mmunications centers?		✓ Yes	□No
е	На	s training been given for all types of emergency situations?			✓ Yes	□No
	(1)	Have both uniformed and nonuniformed been given the train	ning?		✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

_						
	(2)	Does the training include building evacuation procedures	?		✓ Yes	□No
	(3)	Do all employees know where fire extinguisher and first a	id kits are located?		✓ Yes	□No
		(a) Do they know how to use them?			✓ Yes	□No
	(4)	Have all employees read the Emergency Action Plan?			✓ Yes	□No
		(a) Do they know where it's located?			✓ Yes	☐ No
	f. Doe	s the building contain asbestos?			✓ Yes	□No
	(1)	Are employees given a copy of the annual asbestos repo	rt to read?		✓ Yes	□No
	(2)	Are new employees notified of the presence of asbestos	within 15 days of reporting	to work?	✓ Yes	□No
	(3)	Is a copy of the notice posted on the employee or occupa	tional safety bulletin board	d?	✓ Yes	□ No
	(4)	Do employees know what to do if they encounter asbesto	s in the building?		✓ Yes	□No
	g. Are	fire extinguishers provided and serviced as required by the	e California Administrative	Code?	✓ Yes	□No
	(1)	Are first aid kits provided as required by the State Adminis	strative Manual?	*(	✓ Yes	□No
	(2)	Is STD 621, Notice to State Employees, posted and up to	date?		✓ Yes	□No
	(3)	What is the condition of other emergency equipment such	n as fire hoses, sprinkler s	ystems, etc.? (Fire ext	ingquishers	are
		inspected quarterly and maintained as necessary.)				
-	n. Ist	nere a Hazardous Materials Business Plan on file with the	local implementing agenc	y as required?	✓ Yes	□No
	(1)	Have changes or updates been sent to the implementing	agency?		✓ Yes	□No
6.	SAFET	Y INSPECTION	10/09/2009	ACTION REQUIRED	CORRECTED	)
á	a. Ha: by	a facility safety inspection been conducted by the Area O- HPM 10.6, Occupational Safety Manual?	ccupational Safety Comm	ittee as required	✓ Yes	□No
t	o. Ha	the CHP 113A, Safety Inspection Checklist, been comple	ted?		✓ Yes	□No
	. Wh	at improvements have been made by the commander as a	result of the most recent	inspection? None		
-						
	(1)	If recommendations required budgeting, have items been	put into the budget suspe	nse file?	✓ Yes	□No
c	l. Has	the size of the operation outgrown the facility?			✓ Yes	□No
	(1)	If so, what remedial action has been taken? (Currently t	he Area is in the Budget of	cycle for facility replacer	nent)	

#### Area Division Number **Department of California Highway Patrol** Castaic Southern 541 AREA MANAGEMENT EVALUATION Enforcement Chapter 4 **FACILITY MAINTENANCE AND SECURITY** Facility Evaluated By Sgt. Morrison, #11408 Date 09/30/09 INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired. Type of Evaluation ☐ Formal Suspense Date Follow-up Required ☐ Correction Report Commander's Review 1. USE AND ADEQUACY OF FACILITY Evaluated Action Required Corrected $\bowtie$ a. Is the facility adequate? (Refer to comments) Yes ⊠ No (1) Have steps been taken to modify or replace the current facility? ☐ No (a) If leased building, is owner abiding by the terms of the lease agreement? N/A □ No Yes (2) Is a safe, pleasant, efficient environment created by the arrangement of furniture and equipment? Yes ☐ No □No (a) Is storage space used effectively? (b) Is lighting adequate? Yes ☐ No (c) Are there provisions for prompt repair of the facility (plumbing, heating)? ⊠ No Yes (Refer to comments) (d) Does the interior of the facility have a neat, businesslike appearance? ⊠ Yes ☐ No 2. INTERIOR APPEARANCE Evaluated Action Required Corrected

(The Area's floors and counter tops are in poor condition and need to be replaced).

a. What is the condition of the floors, walls, ceiling, hallways, and counter tops?

(2) If leased, have needed repairs been coordinated with Facilities Section? N/A

(3) Are the duties of the janitor defined and clearly und	erstood? (Outside Contrac	t) 🖂 Yes	∐ No
(a) Is the janitor aware of the supplies available throu	ugh requisition process?	⊠ Yes	☐ No
b. Is the layout of the general office areas appropriate fo or classification?	r the assigned personnel (Refer to comments	s) 🗌 Yes	⊠ No
c. Does the layout and equipment in specialized office ar	eas meet the needs of each		

d. Does the layout of the restrooms meet the needs of all employees, including those with disabilities?
 (Refer to comments) Yes

| |Yes

specialized function?

(1) Is interior lighting adequate?

⊠ No

☐ No

☐ No

#### AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

(1) Can several officers comfortably change clothes at the same time?	e. Is there sufficient space available in bo	th the men's and wor	men's locker rooms?	☐ Yes	⊠ No
(3) Are there full length mirrors?	(1) Can several officers comfortably cha	ange clothes at the sa	ame time?	⊠ Yes	☐ No
(4) Are they clean and odor free, with adequate ventilation?	(2) Is there enough space for both pers	onal lockers and equ	ipment lockers?	☐ Yes	⊠ No
(5) Are lockers in good condition, with names posted on them?	(3) Are there full length mirrors?			⊠ Yes	☐ No
f. Does the employee's room have adequate cabinets and electrical outlets?	(4) Are they clean and odor free, with a	dequate ventilation?		⊠ Yes	☐ No
(1) Are appliances in good working order?	(5) Are lockers in good condition, with r	ames posted on ther	n?		☐ No
g. Are bulletin boards sufficient for Area needs?	f. Does the employee's room have adequate cabinets and electrical outlets?				
(1) Are they neat and orderly?	(1) Are appliances in good working order	er?			☐ No
(2) Is there a system for purging old information?	g. Are bulletin boards sufficient for Area r	eeds?			☐ No
(3) Do posted items have a removal date?	(1) Are they neat and orderly?				☐ No
(4) Are bulletin boards in good condition?	(2) Is there a system for purging old info	ormation?			☐ No
h. When was the last inventory of items stored inside the facility? (Sept/2009) ☐ Yes ☐ No (1) Are items arranged in a logical manner? ☐ Yes ☐ No (2) Are there surplus items that should be returned to Supply Services? ☐ Yes ☐ No (3) What security is provided after normal business hours? (This facility is staffed 24/7 by Sworn personnel 365 days per years)  3. EXTERIOR APPEARANCE ☐ Evaluated ☐ Action Required ☐ Corrected ☐ ☐  a. Overall, what is the general appearance of the exterior of the facility? (Neat & Clean)  b. Are all painted surfaces neat and clean, free of peeling paint? (Recently painted) ☐ Yes ☐ No c. Is the outside lighting adequate and in good repair? (Refer to comments) ☐ Yes ☐ No d. Is the building clearly identified? ☐ ☐ Yes ☐ No (1) Does the gas station clean and in good repair? N/A ☐ Yes ☐ No (1) Does the gas station have a fire extinguisher readily available? N/A ☐ Yes ☐ No (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? N/A ☐ Yes ☐ No f. Is the paved parking area clean and in good condition? (Refer to comments) ☐ Yes ☐ No (1) Are parking lines clearly painted? (Recently painted) ☐ Yes ☐ No (2) Is the violation clearance area for the public clearly marked? N/A ☐ Yes ☐ No	(3) Do posted items have a removal da	te?		⊠ Yes	☐ No
(1) Are items arranged in a logical manner?	(4) Are bulletin boards in good condition	1?			☐ No
(2) Are there surplus items that should be returned to Supply Services?	h. When was the last inventory of items s	tored inside the facilit	y? (Sept/200	9) 🗌 Yes	☐ No
(3) What security is provided after normal business hours?  (This facility is staffed 24/7 by Sworn personnel 365 days per years)  3. EXTERIOR APPEARANCE	(1) Are items arranged in a logical manner?				
This facility is staffed 24/7 by Sworn personnel 365 days per years)  3. EXTERIOR APPEARANCE	(2) Are there surplus items that should be returned to Supply Services?				
a. Overall, what is the general appearance of the exterior of the facility? (Neat & Clean)  b. Are all painted surfaces neat and clean, free of peeling paint? (Recently painted)	(3) What security is provided after norma	al business hours?			
a. Overall, what is the general appearance of the exterior of the facility? (Neat & Clean)  b. Are all painted surfaces neat and clean, free of peeling paint? (Recently painted)  Yes  No  c. Is the outside lighting adequate and in good repair? (Refer to comments)  Yes  No  d. Is the building clearly identified?  Yes  No  e. Is the gas station clean and in good repair?  N/A  Yes  No  (1) Does the gas station have a fire extinguisher readily available?  N/A  Yes  No  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  N/A  Yes  No  f. Is the paved parking area clean and in good condition? (Refer to comments) Yes  No  (1) Are parking lines clearly painted? (Recently painted) Yes  No  (2) Is the violation clearance area for the public clearly marked? N/A Yes  No	(This facility is staffed 24/7 by Sworn	personnel 365 days	per years)		
b. Are all painted surfaces neat and clean, free of peeling paint? (Recently painted)  Yes  No  c. Is the outside lighting adequate and in good repair? (Refer to comments)  Yes  No  d. Is the building clearly identified?  Yes  No  e. Is the gas station clean and in good repair?  N/A  Yes  No  (1) Does the gas station have a fire extinguisher readily available?  N/A  Yes  No  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  N/A  Yes  No  f. Is the paved parking area clean and in good condition? (Refer to comments) Yes  No  (1) Are parking lines clearly painted? (Recently painted) Yes  No  (2) Is the violation clearance area for the public clearly marked? N/A Yes  No	3. EXTERIOR APPEARANCE	Evaluated		Corrected	
c. Is the outside lighting adequate and in good repair? (Refer to comments)  Yes  No  d. Is the building clearly identified?  Yes  No  e. Is the gas station clean and in good repair?  N/A Yes  No  (1) Does the gas station have a fire extinguisher readily available?  N/A Yes  No  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  N/A Yes  No  f. Is the paved parking area clean and in good condition? (Refer to comments) Yes  No  (1) Are parking lines clearly painted? (Recently painted) Yes  No  (2) Is the violation clearance area for the public clearly marked? N/A Yes  No	a. Overall, what is the general appearance	e of the exterior of the	e facility? (Neat & C	Clean)	
d. Is the building clearly identified?	b. Are all painted surfaces neat and clear	n, free of peeling pair	t? (Recently painte	d) 🛚 Yes	☐ No
e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (Are parking area clean and in good condition?  (Refer to comments) Yes No  (1) Are parking lines clearly painted?  (Recently painted) Yes No  (2) Is the violation clearance area for the public clearly marked?  N/A Yes No	c. Is the outside lighting adequate and in	good repair?	(Refer to comments	s) 🗌 Yes	⊠ No
(1) Does the gas station have a fire extinguisher readily available? N/A ☐ Yes ☐ No  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? N/A ☐ Yes ☐ No  f. Is the paved parking area clean and in good condition? (Refer to comments) ☐ Yes ☐ No  (1) Are parking lines clearly painted? (Recently painted) ☒ Yes ☐ No  (2) Is the violation clearance area for the public clearly marked? N/A ☐ Yes ☐ No	d. Is the building clearly identified?	=		⊠ Yes	☐ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? N/A ☐ Yes ☐ No  f. Is the paved parking area clean and in good condition? (Refer to comments) ☐ Yes ☐ No  (1) Are parking lines clearly painted? (Recently painted) ☐ Yes ☐ No  (2) Is the violation clearance area for the public clearly marked? N/A ☐ Yes ☐ No	e. Is the gas station clean and in good re	pair?	N	/A 🗌 Yes	☐ No
off switches operating properly?  f. Is the paved parking area clean and in good condition?  (Refer to comments)  Yes  No  (1) Are parking lines clearly painted?  (Recently painted) Yes  No  (2) Is the violation clearance area for the public clearly marked?  N/A Yes  No	(1) Does the gas station have a fire exti	nguisher readily avail	able? N	/A 🗌 Yes	☐ No
(1) Are parking lines clearly painted? (Recently painted) ☑ Yes ☐ No (2) Is the violation clearance area for the public clearly marked? N/A ☐ Yes ☐ No		ry hose/nozzle, air ar			□No
(2) Is the violation clearance area for the public clearly marked?  N/A  Yes  No	f. Is the paved parking area clean and in g	good condition?	(Refer to comment	t <b>s)</b> 🗌 Yes	⊠ No
·	(1) Are parking lines clearly painted?		(Recently painte	d) 🛚 Yes	☐ No
(3) Is there disabled parking available?  ☐ Yes ☐ No	(2) Is the violation clearance area for the	e public clearly marke	ed? <b>N/</b>	A ☐ Yes	☐ No
	(3) Is there disabled parking available?			⊠ Yes	☐ No

#### AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

(4) Is there a parking area designated	I for motorcycles?	(N/A	A) 🗌 Yes	☐ No
4. AUXILIARY POWER	Evaluated	Action Required	Corrected	
a. Has the efficiency of the auxiliary power	er unit been tested?		⊠ Yes	☐ No
b. Who knows how to start the unit should	d the self starter fail?	(Admin. Asst. & Sg	ı <b>ts</b> )⊠ Yes	☐ No
c. Are operating instructions posted and	easy to understand?		⊠ Yes	☐ No
d. Is there a notice posted identifying who	to contact should th	e unit fail?	⊠ Yes	☐ No
e. Does log show Area personnel and Fa	cilities Section have	done weekly testing?	∑ Yes	☐ No
f. How often is the fuel supply replenished? (Rarely used – Checked monthly)				
(1) At what level is it refilled?		(N	I/A)	
g. Are there an adequate number of emer	gency power outlets'	?	⊠ Yes	☐ No
(1) Are they distinctively marked?			⊠ Yes	☐ No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY	Evaluated	Action Required	Corrected	
a. Does Area have a written Emergency	Action Plan?			☐ No
b. Procedures for safeguarding employee	es during all types of	emergencies?	⊠ Yes	☐ No
(1) Does it have general facility security	and building evacuat	tion procedures?	⊠ Yes	☐ No
(2) Does the Plan work?			⊠ Yes	☐ No
(3) Are there sufficient management cor	ntrols?		⊠ Yes	☐ No
c. Does the Plan designate duties and res	ponsibilities to speci	fic employees?	⊠ Yes	☐ No
(1) Are both uniformed and nonuniformed	ed employees include	ed?	⊠ Yes	☐ No
(2) Are employees informed of their resp	oonsibilities?		⊠ Yes	☐ No
(3) Has the commander taken all reason	nable steps available	to provide security?	⊠ Yes	☐ No
(4) Has the commander visited the facili measures are in place?	ty after normal busin	ess hours to ensure	security	□No
d. Does the Plan address dispatcher secu	urity?		☐ Yes	⊠ No
(1) How do Communication Operators for	eel about the security	y provided? (N/	A) 🗌 Yes	☐ No
(2) Can Communication Operators deal them into the building?	with the public witho	ut admitting ( <b>N</b> //	A) 🗌 Yes	□ No
(3) Should modifications be made to pro	vide better security?	(Refer to comment	s) 🛚 Yes	☐ No
(a) Would intercoms improve security	y? (Alrea	ndy installed – in us	e) 🛚 Yes	☐ No
(4) How often are two or more Commun	ication Operators on	duty? (N/	A)	

(5) How often are supervisors or other personnel in the building after normal business hours? (24/5)				
(6) Are maximum safety and security me	easures taken within o	dispatch centers? ( <b>N</b>	I/A) ☐ Yes	☐ No
e. Has training been given for all types of	emergency situation	s?	⊠ Yes	☐ No
(1) Have both uniformed and nonuniform	ed been given the tra	uining?	⊠ Yes	☐ No
(2) Does the training include building eva	cuation procedures?		⊠ Yes	☐ No
(3) Do all employees know where fire ext	inguisher and first aid	d kits are located?	⊠ Yes	☐ No
(a) Do they know how to use them?			⊠ Yes	☐ No
(4) Have all employees read the Emerger	ncy Action Plan?		⊠ Yes	☐ No
(a) Do they know where its located?			⊠ Yes	☐ No
f. Does the building contain asbestos?			☐ Yes	⊠ No
(1) Are employees given a copy of the an	nual asbestos report	to read? (N	N/A) ☐ Yes	☐ No
(2) Are new employees notified of the pre reporting to work?	sence of asbestos w		N/A) ☐ Yes	☐ No
(3) Is the Notice posted on the Employee	or Occupational Safe	ety bulletin board?(N	√A) ☐ Yes	☐ No
(4) Do employees know what to do if they	encounter asbestos	in the building? (I	N/A) ☐ Yes	☐ No
g. Are fire extinguishers provided and ser	viced as required by	CAC?	⊠ Yes	☐ No
(1) Are first aid kits provided as required	by SAM?		⊠ Yes	☐ No
(2) Is Standard Form 621 posted and up	to date?		⊠ Yes	☐ No
(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? (N/A)				
h. Is there a Hazardous Materials Busines as required?	s Plan on file with the	e local implementing	g agency ⊠ Yes	□No
(1) Have changes or updates been sent t	o the implementing a	gency?	⊠ Yes	☐ No
6. SAFETY INSPECTION	Evaluated	Action Required	Corrected	
A. Has a facility safety inspection been concommittee as required by HPM 10.6?	nducted by the Area	Occupational Safety	√ ⊠ Yes	□No
b. Has the 113A been completed?			⊠ Yes	☐ No
c. What improvements have been made by the commander as a result of the most recent inspection?				
1). All interior lighting has been repaired. 2). All old wiring under scale head has been identified and				
removed. 3). All trees have been trimmed back along fence line and brush cleared. 4). The entire				
facility has been re-striped with reflective material. 5). The Commander is continuing to pursue various avenues in which to upgrade the facility, to include new security cameras and outside lighting.				

## AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

505 E 1 10 T

(1) If recommendations required budgeting, have items been put into the budget suspense file?	t ⊠ Yes	□No
d. Has the size of the operation outgrown the facility?	⊠ Yes	☐ No
(1) If so, what remedial action has been taken?		
Per Caltrans – the facility was scheduled for a complete remodeling in 199	9, howeve	er, due
to budget constraints this date has been pushed back indefinately.		
COMMENTS		
CHP 453D (Rev 1-96)		Page 5

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Castaic	Southern	4
Inspected by:		Date:
Sgt. D. E. Morris	October 6, 2009	

Page 1 of 3

	Inspection docume	on number Under "Forwa ent shall be utilized to doc	ard to:" enter the nex ument innovative pra	
TYPE OF INSPECTION  Division Level Command L  Executive Office Level	evel	Total hours expended inspection:	d on the	<ul><li>☐ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:	Forwa	rd to:		
☐ Yes ☐ No	Due D	ate:		
Chapter Inspection: 4				
Inspector's Comments Regar				
The Area Commander is continuous include new security cameras			venues in whic	h to upgrade the facility, to
Command Suggestions for St	atewic	le Improvement:		
None.				

#### Inspector's Findings:

#### 1. USE AND ADEQUACY OF FACILITY

The Castaic Enforcement Facility was built in 1964. Since that time, there have been three upgrades to the property. The first occurred in 1985, when the scale house office area was expanded and remodeled. The second was in 1993. It was at this time that the facility became an individual command separate from the Newhall Area. As a temporary solution, a modular trailer was placed adjacent to the scale house to be utilized by managerial and clerical staff. This upgrade was to last no longer than 10 years. The third upgrade occurred in 1994, when the scale house building was expanded to include a kitchen, storage area, and two locker rooms, with restroom and shower facilities included.

Since that time, there has been a significant increase in the amount of commercial traffic utilizing the I-5 freeway adjacent to the Facility. As such, the Castaic Enforcement Facility is now one of the busiest commercial facilities in the State with respect to the volume of commercial vehicles it regulates. Statistics reveal that approximately 7, 000 to 8,000 trucks are directed through the Facility each day. Unfortunately, while many other commercial facilities throughout the State have been renovated and/or re-built; the plans to completely modernize and/or renovate the Castaic Enforcement Facility have not been realized due to consistent budget constraints over the past several years.

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:
Castaic	Southern	4
Inspected by:	•	Date:
Sgt. D. E. Mo	rrison, #11408	October 6, 2009

#### CONTINUED:

In August of 2005, the State Department of Transportation (Caltrans) performed a bi-annual review of the Castaic Enforcement Facility. Of notable concern was their assessment of the scale house itself. The control box is in a state of disrepair and the changeable message sign which directs commercial operators into the facility needs to be replaced and upgraded with a new CMS sign.

While there are provisions in place for the prompt repair of the Facility, the original plumbing system (built with galvanized piping) was installed 42 years ago. It is supplying rust filled water and underground leaks are often detected and repaired at significant cost to the State.

The concrete traffic lanes which run the entire length of the Facility including the entrance and exit areas just north and south of the Facility have not been repaired since 1987. Currently there are 210 concrete slabs in need of repair or replacement. This accounts for over half of all concrete slabs in the Facility.

#### 2. INTERIOR APPEARANCE

The Facility's interior was repainted in December of 2006. The vinyl floor tiles and counter tops are routinely cleaned; however, they are beyond their useful life and need replacing. We have submitted proposals for floor replacement through Facilities Section for the past three years, but we have not been granted a contract. We have not been granted a contract as of yet.

Due to the addition of sworn and non-sworn personnel assigned to the Facility after its original construction the scale house interior is no longer sufficient to fully accommodate their needs. This becomes particularly evident at each shift change when up to 20 employees are occupying the limited work space within the scale house interior. The Castaic Enforcement Facility currently has 37 full time employees assigned to the command. It also provides office space, locker room space and parking for an additional 6, full time, employees assigned to the Southern Division Commercial Unit. As a result, the female restroom/locker room inside the inspection facility has been converted for use by the male employees. Therefore, it is necessary for the 2 female clerical employees, 2 female inspectors and 1 female Division sergeant to utilize the restroom located within the administrative trailer adjacent to the Inspection Facility. This restroom also serves as a locker room for the 2 female inspectors and the 1 female sergeant. Any future assignment of female personnel will require immediate action to appropriately accommodate their needs.

#### 3. EXTERIOR APPEARANCE

The lighting in the facility parking lot is insufficient. This is an item of safety for the employees inspecting and certifying commercial vehicles around the fringes of the Facility. There is a need to install new light standards on the north end of the Facility as well as additional flood lighting which could be mounted on the existing inspection building. The paved parking area is in poor condition and cracked in several places. It is in need of repair and crack sealing.

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Castaic	Southern	4
Inspected by:		Date:
Sgt. D. E. Morr	son, #11408	October 6, 2009

_	TOR ATOT	OVER	DDOWEGON	AND BLACE	
•	H.VIPI		PROTECTION	ANDRACII	ITV SECURITY

The Area has a written Emergency Action Plan, in a clearly marked red binder, located in the bookcase, in the hallway next to the Sergeant's door. The plan contains the necessary information needed in case of an emergency. The training binder contains a CHP 712, (Employee Emergency Action Plan Review) for each employee, which is updated annually when the plan is reviewed. It should be noted that the facility's camera and monitoring system are outdated and in poor condition. While they are still functional, they serve as a minimal protection and have no ability to capture images for review. This entire system is scheduled to be replaced in the 2010/2011 fiscal year.

	dated and in poor condition. While they are no ability to capture images for review. To 011 fiscal year.	· ·
Commander's Response:   Concur or	☐ Do Not Concur (Do Not Concur shall docu	ument basis for response)
Inspector's Comments: Shall address non cletc.)	oncurrence by commander (e.g., findings revise	ed, findings unchanged,
345		
Required Action		
Corrective Action Plan/Timeline		
The issues identified in the aforementioned "Minor Project" using funds captured for th		ed with a Caltrans
Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  INSPECTOR'S SIGNATURE	10/8/09 DATE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
South Los Angeles	Southern	530
EVALUATED BY		DATE
Sergeant J. Adkins		09/24/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

701111 0011 00	outp.otou po o					
Formal E		mal Evaluation	SUSPENSE DATE 09/25/2009			
FOLLOW-UP REQ	uired ✓ No	☐ Correction Report	COMMANDER'S REVIEW	1	09/25/20	
1. USE AND	ADEQUACY OF FAC	BILITY	EVALUATED	ACTION REQUIRED	CORRECTED	0
a. Is the	facility adequate?	10++2-12			☐Yes	☑ No
(1) H	ave steps been taken t	o modify or replace the current fa	cility?		✓ Yes	□No
(a	) If a leased building,	is the owner abiding by the terms	of the lease agreement?		☐Yes	□No
(2) Is	a safe, pleasant, effici	ent environment created by the a	rrangement of furniture and	d equipment?	✓ Yes	□No
(a	) Is storage space use	ed effectively?			✓ Yes	□No
(b	) Is lighting adequate	?			✓ Yes	□No
(c	) Are there provisions	for the prompt repair of the facilit	ty (plumbing, heating, etc.)	?	✓ Yes	□No
(d	) Does the interior of	the facility have a neat, businessl	ike appearance?		✓ Yes	□No
2. INTERIOR	RAPPEARANCE		EVALUATED	ACTION REQUIRED  X	CORRECTED	)
a. What i	a. What is the condition of the floors, walls, ceiling, hallways, and counter tops? Tile floors throughout the facility s					ificant signs
of wea	ar including chipping, į	gouging and lifting corners. Car	peted areas of the facility a	are also well worn. Th	ne walls, ceil	ings and
hallwa	ays are clean and fresh	y painted. Counter tops in the b	reak room, rest rooms and	women's locker room	have chippe	d edges.
(1) Is	interior lighting adequa	ate?			✓ Yes	□No
(2) If	leased, have needed re	epairs been coordinated with Fac	ilities Section?		☐ Yes	□No
(3) Ar	e the duties of the janit	or defined and clearly understoo	d?			□No
(a)	) Is the janitor fully aw	rare of the supplies available thro	ugh the requisition process	s?	✓ Yes	□No
b. Is the I	ayout of the general of	fice areas appropriate for the ass	igned personnel or classifi	cation?	✓ Yes	□No
c. Does t	he layout and equipme	nt in specialized office areas mee	et the needs of each specia	alized function?	✓ Yes	□No
d. Does t	he layout of the restroo	oms meet the needs of all employ	ees, including those with d	lisabilities?	✓ Yes	□No
e. Is there	e sufficient space avail	able in both the men's and wome	n's locker rooms?		☐ Yes	☑ No
(1) Ca	an several officers com	fortably change clothes at the sa	me time?		✓ Yes	□No
(2) Is	there enough space fo	r both personal lockers and equip	oment lockers?		☐ Yes	☑ No
(3) Ar	e there full length mirro	ors?			✓ Yes	□No
(4) Ar	e they clean and odor t	free, with adequate ventilation?			✓ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

a. Overall, what is the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in whice it is located.  b. Are all painted surfaces neat and clean, free of peeling paint?	CH	P 453D (Rev. 5-06) OPI 009				
(1) Are appliances in good working order?  (2) Are they neat and orderly?  (3) Do posted items have a removal date?  (4) Are builetin boards in good condition?  (5) Is there a system for purging old information?  (6) Is there a system for purging old information?  (7) Yes   No   (8) Do posted items have a removal date?  (9) Yes   No   (9) In When was the last inventory of items stored inside the facility? September 2009  (1) Are items arranged in a logical manner?  (2) Are there surplus items that should be returned to Supply Services?  (3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (5) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (6) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (7) Yes   No   (8) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (8) EXTERIOR APPEARANCE  (8) Action application of the exterior of the facility? Neat, clean and conforms to the commercial office area in whice it is located.  (9) Are the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in whice it is located.  (9) Are the gas station clean and in good repair?  (9) Yes   No   (1) Does the gas station have a fire extinguisher readily available?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (1) Are parking ines clearly painted?  (2) Is the paved parking area clean and in good condition?  (1) Are parking ines clearly painted?  (2) Is the paved parking area designated for motorcycles?  (3) Is there a parking area designated for motorcycles?  (4) Is there a parking area designated for motorcycles?  (5) No   (6) No knows how to start the unit should the self-st		(5) Are lockers in good condition, with names posted on them	1?		☐ Yes	✓ No
g. Are bulletin boards sufficient for Area needs?  (1) Are they neat and orderly?  (2) Is there a system for purging old information?  (3) Do posted items have a removal date?  (4) Are bulletin boards in good condition?  (5) Yes   No    (6) Are bulletin boards in good condition?  (7) Yes   No    (8) Are there surplus items stored inside the facility? September 2009  (9) Are there surplus items that should be returned to Supphy Services?  (1) Are items arranged in a logical manner?  (2) Are there surplus items that should be returned to Supphy Services?  (3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (3) EXTERIOR APPEARANCE  (4) Are all painted surfaces neat and clean, free of peeling paint?  (5) Is the outside lighting adequate and in good repair?  (7) Yes   No    (8) Is the gas station clean and in good repair?  (9) Yes   No    (1) Does the gas station have a fire extinguisher readily available?  (9) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (9) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches   No    (1) Are parking lines clearly painted?  (2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  (5) AUXILIARY POWER  (8) Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.	1	f. Does the employee's room have adequate cabinets and electri	cal outlets?		✓ Yes	□No
(1) Are they neat and orderly?  (2) Is there a system for purging old information?  (3) Do posted items have a removal date?  (4) Are bulletin boards in good condition?  (7) Yes   No   (8) No   (9) Are there surplus items that should be returned to Supphy Services?  (1) Are items arranged in a logical manner?  (2) Are there surplus items that should be returned to Supphy Services?  (3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  (4) Are all painted surfaces neat and clean, free of peeling paint?  (5) Are all painted surfaces neat and clean, free of peeling paint?  (6) Is the outside lighting adequate and in good repair?  (7) Yes   No   (8) Is the gas station clean and in good repair?  (9) Yes   No   (9) Are the fuel dispersary, vapor recovery hose/nozzle, air and water hoses, and shut off switches goverating property?  (9) Are the fuel dispersary, vapor recovery hose/nozzle, air and water hoses, and shut off switches   Yes   No   (9) Are the fuel dispersary, vapor recovery hose/nozzle, air and water hoses, and shut off switches   Yes   No   (1) Are parking lines clearly painted?  (2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  (5) AUXILIARY POWER  (6) Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.		(1) Are appliances in good working order?			✓ Yes	□No
(2) Is there a system for purging old information?	9	g. Are bulletin boards sufficient for Area needs?			✓ Yes	□No
(3) Do posted items have a removal date?  (4) Are bulletin boards in good condition?  (5) Are bulletin boards in good condition?  (7) Are items arranged in a logical manner?  (8) Are items arranged in a logical manner?  (9) Are there surplus items that should be returned to Supply Services?  (1) Are items arranged in a logical manner?  (2) Are there surplus items that should be returned to Supply Services?  (3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  3. EXTERIOR APPEARANCE  a. Overall, what is the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in whice it is located.  b. Are all painted surfaces neat and clean, free of peeling paint?  c. Is the outside lighting adequate and in good repair?  d. Is the building clearly identified?  e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (3) Is the paved parking area clean and in good condition?  (4) Is the parking ines clean y painted?  (5) Is the violation clearance area for the public clearly marked?  (8) Is the violation clearance area for the public clearly marked?  (9) Yes   No  (10) Are parking ines clearly painted?  (11) Are parking area designated for motorcycles?  (12) Action recourse.  (13) Is there a parking area designated for motorcycles?  (14) Is there a parking area designated for motorcycles?  (15) ACTION recourse.  (16) ACTION recourse.  (17) Action recourse.  (18) ACTION recourse.  (19) Action recourse.  (19) Action recourse.  (19) Action recourse.  (10) Action recourse.  (11) Are parking area designated for motorcycles?  (12) Action recourse.  (13) Action recourse.  (14) Action recourse.  (15) Action recourse.  (16) Action recourse.  (17) Action recourse.  (18) Action recourse.  (19) Action recourse.  (19) Action recourse.  (19)		(1) Are they neat and orderly?			✓ Yes	□No
(4) Are bulletin boards in good condition?    Yes   No		(2) Is there a system for purging old information?			✓ Yes	□No
h. When was the last inventory of items stored inside the facility? September 2009  (1) Are items arranged in a logical manner?		(3) Do posted items have a removal date?			☐ Yes	✓ No
(1) Are items arranged in a logical manner?		(4) Are bulletin boards in good condition?			✓ Yes	□No
(2) Are there surplus items that should be returned to Supply Services?	ł	h. When was the last inventory of items stored inside the facility?	September 2009			
(3) What security is provided after normal business hours? The gates and doors are secured by a keypad locking systems.  3. EXTERIOR APPEARANCE  a. Overall, what is the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in whice it is located.  b. Are all painted surfaces neat and clean, free of peeling paint?  c. Is the outside lighting adequate and in good repair?  d. Is the building clearly identified?  e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  f. Is the paved parking area clean and in good condition?  (2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  4. AUXILIARY POWER  a. Has the efficiency of the auxiliary power unit been tested?  b. ACTION REQUIRED  CORRECTED  CORRECTED  CORRECTED  CORRECTED  ACTION REQUIRED  CORRECTED  CORR		(1) Are items arranged in a logical manner?			✓ Yes	□No
3. EXTERIOR APPEARANCE  a. Overall, what is the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in white it is located.  b. Are all painted surfaces neat and clean, free of peeling paint?		(2) Are there surplus items that should be returned to Supply	Services?		☐ Yes	✓ No
a. Overall, what is the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in white it is located.  b. Are all painted surfaces neat and clean, free of peeling paint?		(3) What security is provided after normal business hours?	The gates and doors	are secured by a keypad	locking systems	S.
a. Overall, what is the general appearance of the exterior of the facility? Neat, clean and conforms to the commercial office area in white it is located.  b. Are all painted surfaces neat and clean, free of peeling paint?						
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b. Are all painted surfaces neat and clean, free of peeling paint?  c. Is the outside lighting adequate and in good repair?  d. Is the building clearly identified?  e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (3) Are parking lines clearly painted?  (4) Are parking lines clearly painted?  (5) Is the violation clearance area for the public clearly marked?  (6) Is there disabled parking available?  (7) Yes No  (8) Is there disabled parking available?  (9) Yes No  (10) Auxiliary POWER  Action required  Action required  (11) Action required  (12) Yes No  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  Action required  (6) CORRECTED  (7) Yes No  (8) Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.	a	a. Overall, what is the general appearance of the exterior of the f		and conforms to the com	ımercial office a	area in which
c. Is the outside lighting adequate and in good repair?  d. Is the building clearly identified?  e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (3) Are parking area clean and in good condition?  (4) Are parking lines clearly painted?  (5) Is the violation clearance area for the public clearly marked?  (6) Is there disabled parking available?  (7) Yes No  (8) Is there a parking area designated for motorcycles?  (9) Yes No  (10) Is there a parking area designated for motorcycles?  (11) Auxiliary Power  (12) Is the violation clearance area for the public clearly marked?  (13) Is there a parking area designated for motorcycles?  (14) Is there a parking area designated for motorcycles?  (15) Action required  (16) CORRECTED  (17) Action required  (18) Yes No  (29) Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.		it is located.				
d. Is the building clearly identified?  e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (3) Is the paved parking area clean and in good condition?  (4) Are parking lines clearly painted?  (5) Is the violation clearance area for the public clearly marked?  (6) Is there disabled parking available?  (7) Yes No  (8) Is there a parking area designated for motorcycles?  (9) Yes No  (10) Auxilliary Power  (11) A Lattion Required  (12) Is the violation clearance area for the public clearly marked?  (13) Is there a parking area designated for motorcycles?  (14) Is there a parking area designated for motorcycles?  (15) Yes No  (16) Is the efficiency of the auxiliary power unit been tested?  (17) Yes No  (18) No  (29) Is the violation clearance area for the public clearly marked?  (19) Yes No  (20) Is the violation clearance area for the public clearly marked?  (10) Yes No  (21) Is there a parking area designated for motorcycles?  (10) Yes No  (21) Is the disabled parking available?  (22) Yes No  (33) Is there a parking area designated for motorcycles?  (44) Is there a parking area designated for motorcycles?  (55) No  (65) No  (76) No  (77) No  (77) No  (87) No  (98) No  (98) No  (98) No  (99) No  (90) No	b	. Are all painted surfaces neat and clean, free of peeling paint?			✓ Yes	□No
e. Is the gas station clean and in good repair?  (1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (3) Is the paved parking area clean and in good condition?  (4) Is the violation clearance area for the public clearly marked?  (5) Is the violation clearance area for the public clearly marked?  (6) Is there disabled parking available?  (7) Yes No  (8) Is there a parking area designated for motorcycles?  (9) Yes No  (10) Is there a parking area designated for motorcycles?  (11) Are parking lines clearly painted?  (12) Is the violation clearance area for the public clearly marked?  (13) Is there disabled parking available?  (14) Is there a parking area designated for motorcycles?  (15) Action required  (16) Corrected  (17) Yes No  (28) Does the gas station have a fire extinguisher readily available?  (29) Is the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches  (9) Yes No  (10) Are parking lines clearly painted?  (11) Are parking lines clearly painted?  (12) Yes No  (33) Is there disabled parking available?  (13) Yes No  (44) Is there a parking area designated for motorcycles?  (14) AUXILIARY POWER  (15) A CTION REQUIRED  (16) Yes No  (17) Yes No  (18) No  (19) A CTION REQUIRED  (19) Yes No  (20) No  (21) No  (22) No  (22) No  (23) No  (24) No  (25) No  (26) No  (26) No  (27) No  (27) No  (28) No  (29) No  (29) No  (20) No  (20) No  (20) No  (20) No  (20) No  (20) No  (21) No  (21) No  (22) No  (22) No  (23) No  (24) No  (25) No  (26) No  (27) No  (27) No  (28) No  (29) No  (29) No  (20) No  (20	C	c. Is the outside lighting adequate and in good repair?			✓ Yes	☐ No
(1) Does the gas station have a fire extinguisher readily available?  (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  (3) Is the paved parking area clean and in good condition?  (4) Is there disabled parking available?  (5) Is the violation clearance area for the public clearly marked?  (6) Is there disabled parking available?  (7) Yes   No   (8) Is there a parking area designated for motorcycles?  (9) Is the violation clearance area for the public clearly marked?  (9) Is there disabled parking available?  (10) Is there a parking area designated for motorcycles?  (11) Action required   Corrected   C	C	d. Is the building clearly identified?		~~	✓ Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?  f. Is the paved parking area clean and in good condition?  (1) Are parking lines clearly painted?  (2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  4. AUXILIARY POWER  ACTION REQUIRED  CORRECTED  ACTION REQUIRED  Yes No  b. Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.	e	e. Is the gas station clean and in good repair?			✓ Yes	☐ No
operating properly?  f. Is the paved parking area clean and in good condition?  (1) Are parking lines clearly painted?  (2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  (4) Is there a parking area designated for motorcycles?  (5) Yes No  (6) No  (7) Yes No  (8) No  (9) Yes No  (9) Yes No  (1) ACTION REQUIRED  (1) ACTION REQUIRED  (2) Yes No  (3) No  (4) But there a parking area designated for motorcycles?  (9) Yes No  (9) Yes No  (1) No  (9) Yes No  (9) Yes No  (1) No  (1) Are parking lines clearly painted?  (2) Yes No  (3) No  (4) Is there a parking area designated for motorcycles?  (9) Yes No  (9) Yes No  (9) Yes No		(1) Does the gas station have a fire extinguisher readily avail	able?		✓ Yes	☐ No
(1) Are parking lines clearly painted?			d water hoses, and s	hut off switches	✓ Yes	☐ No
(2) Is the violation clearance area for the public clearly marked?  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  (5) Yes No  (6) Is there a parking area designated for motorcycles?  (7) Yes No  (8) AUXILIARY POWER  (9) ACTION REQUIRED  (10) ACTION REQUIRED  (10) Yes No  (11) Yes No  (2) Yes No  (3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  (7) Yes No  (8) Yes No  (9) Yes No	f.	. Is the paved parking area clean and in good condition?			✓ Yes	□No
(3) Is there disabled parking available?  (4) Is there a parking area designated for motorcycles?  (5) Yes □ No  4. AUXILIARY POWER  a. Has the efficiency of the auxiliary power unit been tested?  b. Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.		(1) Are parking lines clearly painted?			✓ Yes	☐ No
(4) Is there a parking area designated for motorcycles?  4. AUXILIARY POWER  a. Has the efficiency of the auxiliary power unit been tested?  b. Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.		(2) Is the violation clearance area for the public clearly market	d?		✓ Yes	□No
4. AUXILIARY POWER  a. Has the efficiency of the auxiliary power unit been tested?  b. Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.		(3) Is there disabled parking available?			✓ Yes	□No
a. Has the efficiency of the auxiliary power unit been tested?  b. Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.		(4) Is there a parking area designated for motorcycles?			✓ Yes	□No
a. Has the efficiency of the auxiliary power unit been tested?  b. Who knows how to start the unit should the self-starter fail? Sergeants and maintenance personnel.	4. A	AUXILIARY POWER	The Control of the Co	ACTION REQUIRED	CORRECTED	
	а	. Has the efficiency of the auxiliary power unit been tested?			✓ Yes	□No
c. Are operating instructions posted and easy to understand?	b	. Who knows how to start the unit should the self-starter fail? S	ergeants and mainten	ance personnel.		
	С	. Are operating instructions posted and easy to understand?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHE	4350 (Nev. 3-00) OF1 009		
d.	. Is there a notice posted identifying who to contact should the unit fail?	✓ Yes	□No
е	Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□No
f.	How often is the fuel supply replenished? Twice a year when the level gets down to 50% (600 gallons).		
	(1) At what level is it refilled? At the 50% mark (600 gallons).		
g.	Are there adequate numbers of emergency power outlets?	✓ Yes	□No
	(1) Are they distinctively marked?	✓ Yes	□No
5. E	MPLOYEE PROTECTION AND FACILITY SECURITY  EVALUATED  X	CORRECTED	D
a.	Does Area have a written Emergency Action Plan?	✓ Yes	□No
b.	Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
	(2) Does the plan work?	✓ Yes	□No
	(3) Are there sufficient management controls?	✓ Yes	□No
C.	Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
	(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
	(2) Are employees informed of their responsibilities?	✓ Yes	□No
	(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
	(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□No
d.	Does the plan address dispatcher security?	☐ Yes	✓ No
	(1) How do Public Safety Dispatchers feel about the security provided?		
	(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
	(3) Should modifications be made to provide better security?	☐ Yes	□No
	(a) Would intercoms improve security?	☐Yes	□No
	(4) How often are two or more dispatchers on duty?		
	(5) How often are supervisors or other personnel in the building after normal business hours?		
	(6) Are maximum safety and security measures taken within communications centers?	☐Yes	□No
e.	Has training been given for all types of emergency situations?	✓ Yes	□No
	(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		individual room size to accommodate space needs.				
	(1)	If so, what remedial action has been taken? Several interio	or walls have been move	d over the life of the f	acility in orc	ler to adjust
d.	Has	the size of the operation outgrown the facility?			✓ Yes	□ No
	(1)	If recommendations required budgeting, have items been pu	it into the budget suspe	nse file?	☐ Yes	□No
	a de	fective chair in clerical has been replaced/repaired.				
C.	Wha	it improvements have been made by the commander as a re	sult of the most recent i	nspection? Light but	bs have been	n replaced ar
b.	Has	the CHP 113A, Safety Inspection Checklist, been completed	1?		✓ Yes	□No
a.		a facility safety inspection been conducted by the Area Occi IPM 10.6, Occupational Safety Manual?	upational Safety Commi	tee as required	✓ Yes	□No
. s	AFET	YINSPECTION	EVALUATED X	ACTION REQUIRED	CORRECTED	)
	(1)	Have changes or updates been sent to the implementing ag	ency?		✓ Yes	□No
h.	Is th	ere a Hazardous Materials Business Plan on file with the loc	al implementing agency	as required?	✓ Yes	□No
	(3)	What is the condition of other emergency equipment such as	s fire hoses, sprinkler sy	stems, etc.? In good	l working or	der.
	(2)	Is STD 621, Notice to State Employees, posted and up to da	ate?		✓ Yes	□ No
	(1)	Are first aid kits provided as required by the State Administra	ative Manual?		✓ Yes	□No
g.	Are	fire extinguishers provided and serviced as required by the C	California Administrative	Code?	✓ Yes	□No
	(4)	Do employees know what to do if they encounter asbestos i	n the building?		☐ Yes	☐ No
	(3)	Is a copy of the notice posted on the employee or occupatio	nal safety bulletin board	?	☐ Yes	□No
	(2)	Are new employees notified of the presence of asbestos wit	hin 15 days of reporting	to work?	☐ Yes	□No
	(1)	Are employees given a copy of the annual asbestos report t	o read?		☐ Yes	□No
f.	Does	s the building contain asbestos?			☐ Yes	✓ No
		(a) Do they know where it's located?			✓ Yes	□No
	(4)	Have all employees read the Emergency Action Plan?			✓ Yes	□No
		(a) Do they know how to use them?			✓ Yes	□No
	(3)	Do all employees know where fire extinguisher and first aid	kits are located?		✓ Yes	□No

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
535	Southern	4
Inspected by:	Date: 06/19/2009	
Lieutenant H. Cu	urrie	

Page 1 of 2

	Inspection docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the nex cument innovative pra		
TYPE OF INSPECTION  ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expende inspection: 2	d on the	☐ Corrective Action Plan Included☐ Attachments Included	
Follow-up Required:  ☐ Yes ⊠ No	Divisio	ord to: Southern on Pate: 10/10/09			
Chapter Inspection: Facility Inspector's Comments Regar					
The Command solicits sugges innovative ways to conserve e	tions f	rom all employees		ank or classification, on	
Command Suggestions for S	tatewi	de Improvement:			
None.					
Inspector's Findings:					
The focus of the inspection included Cal OSHA compliance, permits, regulations, maintenance, repairs, and electrical use. As a precautionary measure, the Area requested the Department of Industrial Relations, Cal OSHA Consultation Service, to conduct an inspection of the facility. On July 31, 2009, Ms. Jean Golestaneh conducted an inspection of the Area. Accordingly, all issues identified during the inspection have been rectified.					
Commander's Response: 🛛	Conc	ur or 🗌 Do Not Cor	ncur (Do Not Cond	cur shall document basis for response)	

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command: 535	Division: Southern	Chapter:
Inspected by:		Date: 06/19/2009
Lieutenant F	l Currie	

etc.)	Shall address non concurrence by commander (e.g., f	findings revised, findings unchanged,
N/A		
Required Action - None  Corrective Action Plan/T	molino N/A	

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	H( 17. Fra	10-07-09
(See HPM 9.1, Chapter 8 for appeal procedures.)	11 1016	7
	INSPECTOR'S SIGNATURE	DATE
	HC UT.	10-07-09
Reviewer discussed this report with	RÉVIEWER'S SIGNATURE	DATE
employee	CARL 1	10/22/00
☐ Concur ☐ Do not concur	A sturmy	14409

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
535	Southern	
EVALUATED BY		DATE
Lieutenant H. (	Currie, ID #12048	06/19/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	FEVALUATION ormal Evaluation	✓ Informal Evaluation	SUSPENSE DATE 07/17/2009			
FOLLOV	Yes □ No	☐ Correction Report	COMMANDER'S REVIEW	LT. For,		09-09
1. US	SE AND ADEQUACY	OF FACILITY	ÉVALUATED	ACTION REQUIRED	CORRECTED	)
a.	Is the facility adequa	ate?			✓ Yeş	□No
	(1) Have steps bee	n taken to modify or replace the curren	t facility?		Yes	☑ No
	(a) If a leased	building, is the owner abiding by the ter	ms of the lease agreemer	t?	Yes	□No
-	(2) Is a safe, pleas	ant, efficient environment created by the	arrangement of furniture	and equipment?	✓ Yes	□No
-	(a) Is storage s	space used effectively?			✓ Yes	□No
	(b) Is lighting a	adequate?			✓ Yes	□No
- 1	(c) Are there p	rovisions for the prompt repair of the fa	cility (plumbing, heating, e	tc.)?		□No
	(d) Does the in	nterior of the facility have a neat, busine	sslike appearance?		✓ Yes	□No
2. IN	. INTERIOR APPEARANCE					)
a.	What is the condition	n of the floors, walls, ceiling, hallways, a	and counter tops?			
-	(1) Is interior lightin	g adequate?			✓ Yes	□No
	(2) If leased, have	needed repairs been coordinated with F	Facilities Section?		☐ Yes	□No
	(3) Are the duties o	f the janitor defined and clearly underst	ood?		√ Yes	□No
	(a) Is the janito	or fully aware of the supplies available the	hrough the requisition proc	ess?	√ Yes	□ No
b.	Is the layout of the g	eneral office areas appropriate for the	assigned personnel or clas	sification?	✓ Yes	□ No
C.	Does the layout and	equipment in specialized office areas r	meet the needs of each sp	ecialized function?	✓ Yes	□No
d.	Does the layout of th	ne restrooms meet the needs of all emp	loyees, including those wi	th disabilities?	✓ Yes	□No
е.	Is there sufficient sp	ace available in both the men's and wo	men's locker rooms?		✓ Yes	□No
	(1) Can several office	cers comfortably change clothes at the	same time?		✓ Yes	□No
	(2) Is there enough	space for both personal lockers and ed	quipment lockers?		✓ Yes	□No
	(3) Are there full ler	ngth mirrors?			✓ Yes	□No
	(4) Are they clean a	and odor free, with adequate ventilation	?		✓ Yes	□No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

-	(4) Are bulletin boards in good condition?			✓ Yes	□No
h	n. When was the last inventory of items stored inside the facility	y?			F71.11
i de merce	(1) Are items arranged in a logical manner?			✓ Yes	□ No
	(2) Are there surplus items that should be returned to Suppl			☐ Yes	✓ No
	(3) What security is provided after normal business hours?	All doors are lock v	with keys available to superv	visory personr	nel only.
	TYTERIOR ASSESSMENT	EVALUATED	ACTION REQUIRED	CORRECTED	D
. 8	EXTERIOR APPEARANCE				-
а	<ul> <li>Overall, what is the general appearance of the exterior of the</li> </ul>	e facility?			
Ь	Are all nainted surfaces neat and clean, free of peeling paint	?		√ Yes	□No
	Are all painted surfaces neat and clean, free of peeling paint     Is the outside lighting adequate and in good repair?	?			□ No
C	. Is the outside lighting adequate and in good repair?	?			
d	. Is the outside lighting adequate and in good repair?	?		✓ Yes	□No
C	Is the outside lighting adequate and in good repair?     Is the building clearly identified?     Is the gas station clean and in good repair?			✓ Yes	□ No
d	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available.</li> </ul>	ailable?	shut off switches	✓ Yes ✓ Yes ✓ Yes	□ No □ No
d	Is the outside lighting adequate and in good repair?     Is the building clearly identified?     Is the gas station clean and in good repair?	ailable?	shut off switches	✓ Yes ✓ Yes ✓ Yes	□ No □ No
d	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily average.</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> </ul>	ailable?	shut off switches	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No
d e	<ul> <li>i. Is the outside lighting adequate and in good repair?</li> <li>ii. Is the building clearly identified?</li> <li>ii. Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available.</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> </ul>	ailable?	shut off switches	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	<ul><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>✓</li><li>No</li></ul>
c d e	<ul> <li>i. Is the outside lighting adequate and in good repair?</li> <li>ii. Is the building clearly identified?</li> <li>ii. Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available.</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> <li>ii. Is the paved parking area clean and in good condition?</li> </ul>	ailable? and water hoses, and	shut off switches	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	<ul><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>✓</li><li>No</li><li>No</li></ul>
d e	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily average.</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> <li>Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> </ul>	ailable? and water hoses, and	shut off switches	✓ Yes	<ul><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li><li>No</li></ul>
c d e	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily average (2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> <li>Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> <li>(2) Is the violation clearance area for the public clearly markets.</li> </ul>	ailable? and water hoses, and ked?		✓ Yes	No
c d e	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available.</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> <li>Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> <li>(2) Is the violation clearance area for the public clearly marking.</li> <li>(3) Is there disabled parking available?</li> </ul>	ailable? and water hoses, and	shut off switches	✓ Yes	No
c d e	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available.</li> <li>(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?</li> <li>Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> <li>(2) Is the violation clearance area for the public clearly marking.</li> <li>(3) Is there disabled parking available?</li> <li>(4) Is there a parking area designated for motorcycles?</li> </ul>	ailable? and water hoses, and ked?		✓ Yes	No
c d e f.	<ul> <li>Is the outside lighting adequate and in good repair?</li> <li>Is the building clearly identified?</li> <li>Is the gas station clean and in good repair?</li> <li>(1) Does the gas station have a fire extinguisher readily available operating properly?</li> <li>Is the paved parking area clean and in good condition?</li> <li>(1) Are parking lines clearly painted?</li> <li>(2) Is the violation clearance area for the public clearly marking is there disabled parking available?</li> <li>(4) Is there a parking area designated for motorcycles?</li> </ul>	ailable? and water hoses, and ked?		✓ Yes ✓ Correcte	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

**FACILITY MAINTENANCE AND SECURITY** CHP 453D (Rev. 5-06) OPI 009 ✓ Yes ☐ No d. Is there a notice posted identifying who to contact should the unit fail? ✓ Yes ☐ No e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing? f. How often is the fuel supply replenished? Quarterly (1) At what level is it refilled? Less than 10% √ Yes □ No g. Are there adequate numbers of emergency power outlets? ☐ No ✓ Yes (1) Are they distinctively marked? CORRECTED EVALUATED ACTION REQUIRED 5. EMPLOYEE PROTECTION AND FACILITY SECURITY ✓ Yes ☐ No a. Does Area have a written Emergency Action Plan? ☐ No ✓ Yes b. Does the plan have procedures for safeguarding employees during all types of emergencies? ☐ No √ Yes (1) Does it have general facility security and building evacuation procedures? √ Yes ☐ No (2) Does the plan work? ✓ Yes □ No (3) Are there sufficient management controls? ☐ No c. Does the plan designate duties and responsibilities to specific employees? ✓ Yes ☐ No ✓ Yes (1) Are both uniformed and nonuniformed employees included? Yes □ No (2) Are employees informed of their responsibilities? √ Yes ☐ No (3) Has the commander taken all responsible steps available to provide security? (4) Has the commander visited the facility after normal business hours to ensure security measures are Yes □ No in place? Yes ☐ No d. Does the plan address dispatcher security? (1) How do Public Safety Dispatchers feel about the security provided? No dispatching facility. ☐ Yes ☐ No (2) Can dispatchers deal with the public without admitting them into the building? Yes □ No (3) Should modifications be made to provide better security? Yes Yes ☐ No (a) Would intercoms improve security?

(5) How often are supervisors or other personnel in the building after normal business hours?

(4) How often are two or more dispatchers on duty?

	(6) Are maximum safety and security measures taken within communications centers?	Yes	□ No
e.	Has training been given for all types of emergency situations?	√ Yes	☐ No
	(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	□ No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	The state of the s			the second second
	(2) Does the training include building evacuation proced	dures?	✓ Yes	□No
1000	(3) Do all employees know where fire extinguisher and t	first aid kits are located?	✓ Yes	□No
	(a) Do they know how to use them?	444	✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan	n?	✓ Yes	□No
	(a) Do they know where it's located?		✓ Yes	□No
f.	Does the building contain asbestos?		Yes	□No
	(1) Are employees given a copy of the annual asbestos	report to read?	Yes	□No
	(2) Are new employees notified of the presence of asbe	stos within 15 days of reporting to work?	☐ Yes	□No
	(3) Is a copy of the notice posted on the employee or oc	ccupational safety bulletin board?	☐ Yes	□No
	(4) Do employees know what to do if they encounter as	bestos in the building?	☐Yes	□No
g	. Are fire extinguishers provided and serviced as required	by the California Administrative Code?		□No
	(1) Are first aid kits provided as required by the State Ad	dministrative Manual?	Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and	up to date?	✓ Yes	□No
	(3) What is the condition of other emergency equipment	t such as fire hoses, sprinkler systems, etc.? In go	ood working co	ndition.
h	. Is there a Hazardous Materials Business Plan on file with	n the local implementing agency as required?	✓ Yes	□No
	(1) Have changes or updates been sent to the implement	nting agency?	Yes	□ No
6. S	AFETY INSPECTION	EVALUATED ACTION REQUIRED	CORRECTED	)
а	. Has a facility safety inspection been conducted by the Ar by HPM 10.6, Occupational Safety Manual?	rea Occupational Safety Committee as required	✓ Yes	□No
b	. Has the CHP 113A, Safety Inspection Checklist, been co	empleted?	✓ Yes	□No
C	. What improvements have been made by the commander	r as a result of the most recent inspection?		
	(1) If recommendations required budgeting, have items	been put into the budget suspense file?	☐ Yes	□No
d	. Has the size of the operation outgrown the facility?	*10.715	☐ Yes	☑ No
	(1) If so, what remedial action has been taken?			
	1			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Baldwin Park	Southern	525
EVALUATED BY	1 100 00-101 0000-00-00	DATE
Officer E. Lombar	d	09/28/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	FEVALUATION ormal Evaluation	formal Evaluation	SUSPENSE DATE 12/31/2009			
	-UP REQUIRED		COMMANDER'S REVIEW		DATE	
√ Ye	es 🗆 No	☐ Correction Report				
		BY	M. R. SHAW, Captai	in	10/23/20	09
1. USE AND ADEQUACY OF FACILITY  EVALUATED  ACTION REQUIRED  Voc.				CORRECTED Long-term issue		
	In the facility and accepted		Yes	Yes		
	Is the facility adequate?				Yes	✓ No
		n to modify or replace the current fac			✓ Yes	□No
		ng, is the owner abiding by the terms			Yes	□ No
(	(2) Is a safe, pleasant, eff	ficient environment created by the ar	rangement of furniture ar	nd equipment?	☐ Yes	✓ No
	(a) Is storage space	used effectively?			✓ Yes	□No
	(b) Is lighting adequa	ite?			☐ Yes	☑ No
	(c) Are there provisio	ns for the prompt repair of the facility	y (plumbing, heating, etc.	)?	✓ Yes	□No
	(d) Does the interior	of the facility have a neat, businessli	ke appearance?		✓ Yes	□No
2. INT	ERIOR APPEARANCE		Yes	Yes	CORRECTED Long-ter	
a. \	What-is the condition of the	e floors, walls, ceiling, hallways, and	counter tops? In most	places, the condition is r	ninimally a	cceptable.
	Due to the age of the facil	ity, many upgrades/improvements a	re not feasible. Many of	the ceiling tiles have be	en repainte	d, but they are
	beginning to deteriorate du	ue to their age. The rest of the facili	ty shows signs of 24/7 u	sage for the past 45 year	s.	
(	(1) Is interior lighting adec	quate?			☐ Yes	✓ No
(	(2) If leased, have needed	d repairs been coordinated with Faci	lities Section?		☐ Yes	□No
(	(3) Are the duties of the ja	anitor defined and clearly understood	?		✓ Yes	□No
	(a) Is the janitor fully	aware of the supplies available throu	igh the requisition proces	ss?	✓ Yes	□No
b. I	ls the layout of the general	office areas appropriate for the assi	gned personnel or classi	fication?	✓ Yes	□No
c. [	Does the layout and equipr	ment in specialized office areas mee	t the needs of each spec	ialized function?	✓ Yes	□ No
d. [	Does the layout of the restr	rooms meet the needs of all employe	ees, including those with	disabilities?	Yes	✓ No
e. I	s there sufficient space av	ailable in both the men's and womer	n's locker rooms?		☐ Yes	✓ No
(	1) Can several officers co	omfortably change clothes at the san	ne time?		✓ Yes	□No
(2	2) Is there enough space	for both personal lockers and equip	ment lockers?		☐ Yes	☑ No
(;	3) Are there full length mi	irrors?			✓ Yes	□No
(4	4) Are they clean and odd	or free, with adequate ventilation?			✓ Yes	□No

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

0	1 1000 (1001.0 00) 0.1 1000					
	(5) Are lockers in good condition, with names posted on the	m?		✓ Yes	□No	
	f. Does the employee's room have adequate cabinets and elect	trical outlets?		✓ Yes	□No	
	(1) Are appliances in good working order?			✓ Yes	□No	
9	g. Are bulletin boards sufficient for Area needs?	Are bulletin boards sufficient for Area needs?				
	(1) Are they neat and orderly?			✓ Yes	□No	
	(2) Is there a system for purging old information?			✓ Yes	□No	
	(3) Do posted items have a removal date?			✓ Yes	□No	
	(4) Are bulletin boards in good condition?			☐ Yes	✓ No	
ı	h. When was the last inventory of items stored inside the facility	/? April 2009				
	(1) Are items arranged in a logical manner?			✓ Yes	□No	
	(2) Are there surplus items that should be returned to Suppl	y Services?		✓ Yes	□No	
	(3) What security is provided after normal business hours?	See page 2 of the CHP 4	54.			
			,			
3. I	EXTERIOR APPEARANCE	Yes Yes	ACTION REQUIRED Yes	CORRECTED		
a	a. Overall, what is the general appearance of the exterior of the		lentified as a CHP offic	e with a sma	ll hanging	
	sign at the street and lettering on the building.					
t	p. Are all painted surfaces neat and clean, free of peeling paint	?		✓ Yes	□No	
C	c. Is the outside lighting adequate and in good repair?			✓ Yes	□No	
C	d. Is the building clearly identified?			✓ Yes	□No	
e	e. Is the gas station clean and in good repair?			☐ Yes	✓ No	
	(1) Does the gas station have a fire extinguisher readily ava	ailable?		✓ Yes	□No	
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a	and water hoses, and shut	off switches			
	operating properly?			☐ Yes	✓ No	
f.	. Is the paved parking area clean and in good condition?			✓ Yes	□ No	
	(1) Are parking lines clearly painted?			✓ Yes	□ No	
	(2) Is the violation clearance area for the public clearly mark	ed?		☐ Yes	✓ No	
	(3) Is there disabled parking available?			✓ Yes	□No	
	(4) Is there a parking area designated for motorcycles?	EVALUATED	ACTION REQUIRED	☐ Yes	✓ No	
4. A	AUXILIARY POWER	Yes	No	N/A		
а	a. Has the efficiency of the auxiliary power unit been tested?			✓ Yes	□No	
b	b. Who knows how to start the unit should the self-starter fail?	Supervisors				
С	c. Are operating instructions posted and easy to understand?			✓ Yes	□No	

## AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

-	_	· · · · · · · · · · · · · · · · · · ·			
	d.	Is there a notice posted identifying who to contact should the unit fail?		✓ Yes	□No
	e.	Does the log indicate Area personnel and Telecommunications Section have	e conducted weekly testing?	✓ Yes	□No
	f.	How often is the fuel supply replenished? As needed			
		(1) At what level is it refilled? When the tank reaches 100 gallons			
	g.	Are there adequate numbers of emergency power outlets?		✓ Yes	□No
		(1) Are they distinctively marked?		✓ Yes	□No
5.	ΕN	MPLOYEE PROTECTION AND FACILITY SECURITY Yes	ACTION REQUIRED No	CORRECTED N/A	
	a.	Does Area have a written Emergency Action Plan?		✓ Yes	□No
	b.	Does the plan have procedures for safeguarding employees during all types	of emergencies?	✓ Yes	□No
		(1) Does it have general facility security and building evacuation procedures	s?	✓ Yes	□No
		(2) Does the plan work?		✓ Yes	□No
		(3) Are there sufficient management controls?		✓ Yes	□No
	C.	Does the plan designate duties and responsibilities to specific employees?		✓ Yes	□No
		(1) Are both uniformed and nonuniformed employees included?		✓ Yes	□No
		(2) Are employees informed of their responsibilities?		✓ Yes	□No
	(3) Has the commander taken all responsible steps available to provide security?				□No
	(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?				□No
	d.	Does the plan address dispatcher security?		☐Yes	□No
		(1) How do Public Safety Dispatchers feel about the security provided?		-	
		(2) Can dispatchers deal with the public without admitting them into the build	ding?	☐ Yes	□No
		(3) Should modifications be made to provide better security?		☐ Yes	□No
		(a) Would intercoms improve security?		☐ Yes	□No
		(4) How often are two or more dispatchers on duty?			
		(5) How often are supervisors or other personnel in the building after norma	l business hours?		
	-	(6) Are maximum safety and security measures taken within communication	s centers?	Yes	□No
6		Has training been given for all types of emergency situations?		✓ Yes	□ No
		(1) Have both uniformed and nonuniformed been given the training?		✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

_					
-	(2) Does the training include building evacuation procedures?			✓ Yes	□No
	(3) Do all employees know where fire extinguisher and first aid kits are	e located?		✓ Yes	□No
-	(a) Do they know how to use them?			✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?			✓ Yes	□No
	(a) Do they know where it's located?			✓ Yes	□No
	f. Does the building contain asbestos?			✓ Yes	□No
	(1) Are employees given a copy of the annual asbestos report to read	?		✓ Yes	□No
	(2) Are new employees notified of the presence of asbestos within 15	days of reporting	to work?	✓ Yes	□No
	(3) Is a copy of the notice posted on the employee or occupational saf	ety bulletin board	1?	✓ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the b	uilding?		✓ Yes	□No
	g. Are fire extinguishers provided and serviced as required by the Californ	ia Administrative	Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Administrative M	lanual?		✓ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and up to date?			✓ Yes	□No
	(3) What is the condition of other emergency equipment such as fire h	oses, sprinkler s	ystems, etc.?		
			2		
	h. Is there a Hazardous Materials Business Plan on file with the local impl	ementing agency	y as required?	✓ Yes	□No
	(1) Have changes or updates been sent to the implementing agency?			✓ Yes	□No
6.	SAFETY INSPECTION Yes	NTED	ACTION REQUIRED	N/A	
	Has a facility safety inspection been conducted by the Area Occupation by HPM 10.6, Occupational Safety Manual?	al Safety Comm	ittee as required	✓ Yes	□No
	b. Has the CHP 113A, Safety Inspection Checklist, been completed?			✓ Yes	□No
	c. What improvements have been made by the commander as a result of	the most recent	inspection? The Area	aggressively	y pursued the
	replacement of the fuel island in order to provide convenient, lower co	st fuel. Addition	nally, an electric gate wi	ill be installe	ed on the
	southeast side of the building in order to allow for safer traffic flow the	oughout the reas	parking lot.		
	(1) If recommendations required budgeting, have items been put into t	he budget suspe	nse file?	✓ Yes	□No
	d. Has the size of the operation outgrown the facility?			✓ Yes	□No
	(1) If so, what remedial action has been taken? The Commander has	engaged in disci	ussions with Facilities S	ection and	
	Administrative Services Division to ensure that once the state's fis	cal condition im	proves, facility upgrade	s or a facilit	.y
	replacement of the Baldwin Park Area will be seriously considered	d.			
-					

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

THE RESIDENCE OF THE PARTY OF T	lity Maintenance and Security Evaluation	DATE: 09/28/2009
SECTIONS	COMMENTS	
1	The Baldwin Park Area office is grossly undersized for the	ne number of personnel assigned to the
	facility. Currently, there are approximately 120 uniforme	ed personnel and 20 non-uniformed
	personnel assigned to the Area. This includes Division M	IREs and MCSs who are housed at the
	office. Because of the lack of space, several Special Duty	officers and the Division personnel utilize
	a modular trailer in the rear parking lot for office space.	Additionally, the women's locker room is
	housed in the modular trailer. During inclement weather,	personnel must walk across the rear lot,
	absent any shelter, in order to access the rest of the facility	y. The sergeants and managers use the
	telephone equipment storage room as a locker room since	there is insufficient space within the main
	locker room. Additionally, due to the inadequate storage	space within the facility, several sheds and
	other "out-buildings" are used to store Area equipment an	nd supplies. The EMT/oversized equipmen
	lockers located in the carport have become severely weath	hered and are in need of replacement.
	However, there is no room for them within the facility. T	The Automotive Technicians have very
	limited space and they must work in a wide array of condi	itions. Although the lone work bay is
	covered, they are exposed to heat, cold and damp condition	ons. Furthermore, in order to maintain the
	fleet of over 50 vehicles, one work bay is not sufficient, h	owever there is no space for a second one.
	The interior lighting is insufficient and inadequate. Due to	o the age of the lighting, many of the
	fixtures need to be replaced. Repair of the existing fixture	es has become increasingly more difficult
	due to the age of the hardware. Although the Area is class	sified as "neat and businesslike" in the
	inspection report, the Area is certainly not a welcoming en	nvironment for the employees who spend
	their workday there or a positive representation of the Dep	partment to those who visit. Furniture is
	organized in the best possible configuration, recognizing t	that there is insufficient space to modify
	the furniture arrangement to provide the appropriate work	space for all employees.
	The men's restroom does not provide for disabled access.	As mentioned above, locker room space is
	inadequate. The men's locker room does not have sufficie	ent space for all uniformed personnel and
	there is no women's locker room within the Area office. 1	The women's locker room is located in a
	modular trailer in the rear parking lot. The lockers have the	he employee's names affixed to them, but
	many of them are very old and difficult to secure. The Ar	rea lacks sufficient bulletin board space.
	Subsequently, many of the glass windows in the hallway h	have become common areas to post over-
	time details and other general information. Facility securi	ity after hours rests with the officers and
	Destroy Previous Editions	

### AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	COMMENTS	-200
2 (continued)	supervisors within the Area. They monitor any suspicious ve	ehicles or persons observed after hours.
3	The fuel island has been decommissioned since earlier in the	year. A leak was discovered in the
	underground tank and steps have been taken to rectify the sit	uation. It appears the construction will
	begin during the month of November on a new above-ground	d fueling system. A full replacement of
	the fuel island will occur as a part of the construction process	s. Due to the limited number of parking
	spaces in the front parking lot, there are no designated spaces	s for motorcycles or citation clearance.
4	No comments.	
5	The Baldwin Park Area office does not house a dispatch faci	lity. Due to the age of the facility,
	there is no fire sprinkler system installed.	
6	Facility inspections are conducted at least twice a year. Defi	ciencies are noted and corrected as
	quickly as possible.	
		<u> </u>
	Destroy Previous Editions	

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Baldwin Park	Southern	4
Inspected by:	Date:	
Officer E. Lomb	10/23/2009	

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.						
TYPE OF INSPECTION  ☐ Division Level ☐ Command Level		Total hours expended on the inspection:		Corrective Action Plan Included		
☐ Executive Office Level		5				
Follow-up Required:  ☑ Yes □ No		rd to: ern Div. & OINS ate: 10/10/2009				
Chapter Inspection:						
Inspector's Comments Regard	ding Ir	nnovative Practices	S.:			
None.						
Command Suggestions for St	atewio	de Improvement:				
Due to their age, many of our offices are in poor condition. They are grossly undersized, ill-equipped for contemporary law enforcement, technologically deficient, not in keeping with current safety standards and certainly not representative of the professionalism of the agency. Obviously, the cost to build new facilities is significant; however, we should to look to alternative funding sources and at acquiring buildings that have been vacated. Many agencies have taken over vacated "big box" stores or auto dealerships and gutted them for their new stations. We could search for existing buildings that would need remodeling only. Many cities would be interested in having the CHP enter a long-term lease. Many of the environmental impact evaluations would already be complete, and the negative aspects of "new construction" could be avoided.						
Inspector's Findings:						
See attached CHP 453D and C	CHP 4	54s.				
Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)						
This inspection accurately represents the present condition of the Baldwin Park Area.						
Inspector's Comments: Shall a etc.)	ddress	non concurrence by c	ommander (e.g., f	indings revised, findings unchanged,		
None.						

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Baldwin Park	Southern	4
Inspected by:	11.	Date:
Officer E. Lombard		10/23/2009

## Date - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		
Required Action	2000年2月1日日本中国的共享发展的国际企业的共享发展的企业的	
Compostive Action Disputives in		
Corrective Action Plan/Timeline		

The items discussed in the Chapter 4 inspection are long-standing issues that will require a significant financial investment to correct. None of the items noted require immediate attention.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	M. R. SHAW, Captain	10/23/2009
(See HPM 9.1, Chapter 8 for appeal procedures.)		
	INSPECTOR'S SIGNATURE	DATE
	E. LOMBARD, Officer	10/23/2009
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	C sah	10/07/09
☐ Concur ☐ Do not concur		771